

Robert Smith

Electrical Drafter

CONTACT DETAILS

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PERSONAL STATEMENT

College students looking for part-time or full-time work. Seeking the opportunity to work in an environment in which one can gain experience in customer service or sales. Also willing to assist in any other areas as needed.

SKILLS

Communication,
Microsoft Excel,
Microsoft Word, Autocad,
Typing 65 WPM.

WORK EXPERIENCE

Electrical Drafter

ABC Corporation - July 2014 - January 2015

Responsibilities:

- Worked on a computer in an office environment, utilizing various programs such as Auto-CAD, Word, and Excel.
- Followed instruction from project designers, department heads, engineers, and job clients to update and edit past, current, and future electrical drawings.
- Drawings included I/O diagrams, power distribution, PLC panels, plot plans, and area classification.
- Communicated with project team members during meetings as well as throughout the project.
- Demonstrated promptness, efficiency, and accuracy on a daily basis, by providing considerable work.
- Completed assigned projects successfully within the designated time given by clients.
- Temporary contract employee, responsible for drawing creation/revision and documentation of multiple wire harness assemblies and electrical equipment for manufacturing and production of customized mobile transit busses, within Autocad 2000 CAD system.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Electrical Drafter

Delta Corporation - 2009 - 2014

Responsibilities:

- Drafted and assisted the electrical designer in the design of electrical installation plans for a multitude of projects to include schools, .
- Produced more than \$2 million in project yielding revenue for the company during my employment there.
- Drafted all electrical construction documents and details for projects encompassing commercial buildings and schools to include including lighting, .
- Collaborated with engineers to complete plans in minimal time and transmit plans and/or electronic files to contractors or architects for submittal.
- Design and draft proposed drawings for underground electric cable.
- Contact customers to inform of work being done on properties.
- Take measurements, notes and pictures of job site.

Education

General - 2013(Bakersfield College)