



JAMES CLARK

Engineering Clerk

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Document Control



Documentation Management



Workflow Optimization



Technical Documentation



Field Support



🎯 INTERESTS

🔧 DIY Projects ✂ Crafting

🌀 Meditation 🏛 History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁 Insightfulness ✅ Integrity

🗣 LANGUAGES



English



Italian



Spanish

🏆 ACHIEVEMENTS

🌟 Streamlined documentation processes, reducing retrieval time by 30%.

🌟 Improved compliance tracking systems, leading to 15% fewer errors in project submissions.

🌟 Streamlined project documentation processes, reducing retrieval time by 30%.

👤 PROFESSIONAL SUMMARY

Accomplished Engineering Clerk with 7 years of experience in optimizing engineering documentation and supporting complex projects. Expert in data management, compliance verification, and enhancing operational efficiency. Proven track record of collaborating with engineering teams to streamline processes and improve project coordination, eager to contribute to a forward-thinking organization.

💼 WORK EXPERIENCE

Engineering Clerk

📅 Jan / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Processed drawing requests from sales and off-site branches via email, fax, and mail.
2. Utilized Motiva and Exchange storage vaults for efficient drawing access and downloads.
3. Reviewed and edited drawings using AutoCAD and Autodesk Inventor for accuracy and compliance.
4. Converted drawings to PDF format and printed using various printers for distribution.
5. Managed and updated Design Control Forms (DCF) and Engineering Change Forms (ECF) per ISO standards.
6. Distributed updated drawings and ensured outdated versions were properly disposed of.
7. Collaborated with engineering teams to maintain documentation integrity and compliance.

Engineering Clerk

📅 Jan / 2018-Jan / 2021

Crescent Moon Design

📍 Portland, OR

1. Developed and maintained spreadsheets for tracking production and shipping schedules.
2. Performed data entry and record-keeping using Microsoft Excel and Word.
3. Processed scanned documents for accuracy, ensuring proper digital filing.
4. Assisted engineers by typing work cards and supporting project documentation needs.
5. Created and updated bills of materials for engineering projects.
6. Assisted in project scheduling, ensuring 95% of deadlines were met through diligent tracking and communication.

🎓 EDUCATION

Associate of Applied Science in Engineering Technology

📅 Jan / 2015 - Jan / 2018

Tech Valley Community College

📍 Portland, OR

Focused on engineering principles, technical documentation, and project management skills.