

# JAMES CLARK **Engineering Clerk**

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- Los Angeles
- www.qwikresume.com



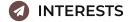
**Document Control** 

**Documentation Management** 

Workflow Optimization

**Technical Documentation** 

Field Support



DIY Projects

**%** Crafting

O Meditation

**m** History

#### **STRENGTHS**



Innovation

Insightfulness

Integrity

# LANGUAGES





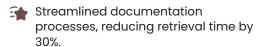


English

Italian

Spanish

# **ACHIEVEMENTS**





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**

Quantum Solutions LLC

🛗 Jan / 2021-Ongoing

**₮** 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 Distributed updated drawings and ensured outdated versions were properly disposed of.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**

m 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
- 3. Processed scanned documents for accuracy, ensuring proper digital
- 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 / Jan / 2015 2018

**Tech Valley Community College** 

Fortland, OR

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