

ROBERT SMITH

Engineering Support Specialist

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SUMMARY

Seeks to further career growth by finding a position that will utilize a customer-focused background and project management experience. Seeking a management and leadership position that will utilize proven prioritization skills, decisiveness, resourcefulness, and recognized professionalism.

SKILLS

Adobe Creative Suite, Microsoft Office.

WORK EXPERIENCE

Engineering Support Specialist

ABC Corporation - August 2010 – April 2012

- Supported the day-to-day Engineering Document Control and Data Management activities.
- Initiated and led department continuous improvement projects such as project definition, data collection, planning, and implementation to streamline internal processes and workflow.
- Organized and maintained the central drawing and engineering document database (both paper and electronic) in secured and working order.
- Processed Engineering Service Requests, Engineering Change Requests, Engineering Change Orders, and Engineering Authorizations in a timely, accurate, and efficient manner.
- Collected, analyzed, and reported data to engineering management on a regular basis.
- Assisted Corporate Compliance Office to implement controls on ITAR parts and associated documentation.
- Represented engineering for external and internal auditing on engineering procedures and data management system.

Engineering Support Specialist

Delta Corporation - 2009 – 2010

- Assisted the engineering network team to verify the cell towers for issues. Multiple applications used provided information for proper troubleshooting.
- Provide engineering services for unique customized labeling solutions.
- Working with P&IDs of oil refineries.
- Technical drafting in the development of accurate as-built drafting products and services for any industry.
- From piping and instrumentation diagrams (P&IDs) to facility site plans.
- Facilitated communication between engineering team and call center managers. Created documentation to maintain team knowledge of iOS, Android and .
- Create and edit engineering review packages for airline customers.

SCHOLASTICS

- A.A. - August 1999(Fullerton Community College)