

ENGINEERING ASSISTANT Profile

Retired Engineering Assistant with 25 years of telecommunications experience, excellent CAD drafting skills and quality clerical abilities.

Skills

- Ability to utilize TIRKS, Switch, LFACs, Microstation, ICGS / IDDS, Word, Excel, RequestNet, AARDWOLF, ADTRAN, Microsoft Outlook, CCP, WSAM Image, Lotus Sametime, Fiber Brains, Ringbuilder, Plat Indexes, VENUE, WSAM-DC Fiber, Traffic Control and State Highway database, ASSIST, Workforce Management systems, and office switchphone
- Self-taught skills in office party and event planning and decorating

Accomplishments

AutoCad Software Utilization

- Produced drawings and maintained, archived and retrieved CAD files and drawing documents for the completion of engineering work orders.

Professional Experience

Engineering Assistant , 08/2006 to 12/2014 Company Name i/4 City , State

- Utilized company computers and records to obtain information for the design and distribution of circuit service orders.
- Interfaced with other organizations in order to facilitate accurate work order designs.
- Used engineering methods, procedures and databases to prepare designs.
- Used planning documents, field notes and databases to analyze data and prepare specific estimates, routine work orders and other projects for growth, relief, damaged plant and customer demand.
- Endured physical field visits to identify incorrect and unsafe conditions and design corrective plant configurations.
- Tracked and monitored construction and other departments , including contractors, to assure timely completion of issued engineering work orders.
- Utilized computer drafting tools.
- Negotiated, coordinated and communicated engineering matters to include permit applications and rights of way with Verizon personnel, private owners, customers, building contractors, utilities and government agencies.
- Completed site visits on foot, occasionally on rough terrain and carrying engineering equipment.
- Climbed ladders to enter Controlled Environment Vaults (CEVs), construction sites and potentially dangerous industrial areas.
- Wore appropriate Engineering safety equipment, when required.
- Performed daily clerical office work and additional duties as required.

Facilities Administrator , 09/2000 to 08/2006 Company Name i/4 City , State

- Prepared diagrams, schematics, work orders, and maintained records by performing graphic or drafting functions from rough sketches.
- Updated and maintained maps, logs, drawings, graphs, charts, land base drawings and schematics that comprise engineering OSP, electronic, copper, conduit and fiber facility records.
- Utilized CADD (Computer Assisted Drafting Design), Microstation, and free hand drafting and lettering techniques to prepare and maintain records Maintained accounting records and adjustments.
- Performed miscellaneous duties as required.
- Actively used the mechanized support systems to update records, evaluate and resolve data errors, prepare cable transfer or rewire sheets, build terminals, facility addresses, cable information and post air pressure devices.
- Acted as point of contact for engineering handoffs, facility checks, inquiries, information requests and etc.
- Received calls regarding address verification.
- Corrected and updated NTAS database to ensure accuracy for download to 911 database.
- Updated system to reflect Clear Defective Pairs (CDP) requests.
- Operated engineering office equipment.
- Occasionally assisted the engineers on field site surveys.
- Prepared vouchers Prepared Cost Work Orders and other specialized cost tracking orders for customer billing and administrative purposes.

Special Clerk , 10/1995 to 09/2000 Company Name i/4 City , State

- Used engineering plats to trace out cable loop makeups.
- Performed clerical office duties and other responsibilities as required.
- Assisted Planners in updating and tracking cable facility records.
- Ran work related office errands within the building.

Maintenance Administrator , 08/1992 to 10/1995 Company Name i/4 City , State

- Answered customer complaint calls regarding telephone service issues.

- Used office computer and database to effectively test and evaluate trouble on customer phone lines in order to determine necessary repair or maintenance as needed.
- Volunteered to setup and decorate for office functions and events.
- Worked with other departments to resolve repair and maintenance complaints on customer lines.

General Clerk , 11/1989 to 08/1992 Company Name 1/4 City , State

- Handled all office and clerical responsibilities as required.

Education and Training

Food Handler Certificate : Food Services , 1981 Keystone Job Corps 1/4 City , State

â€¢Completed Foodservice Trade program in record time and at top of the class

â€¢Completed College Prep program which led to enrollment into West Virginia Institute of Technology

High School Diploma : 1980 Chopticon High 1/4 City , State

Trained and held a Data Entry Clerk position at Patuxent Naval Air Base under the school Work-Study program

Health Education & Language Arts West Virginia Institute of Technology 1/4 City , State

Completed 2 years of coursework towards a Health Education and Language Arts degree, 1983

ADDITIONAL SKILLS AND QUALIFICATIONS

â€¢Held clerical Government positions for the CCIR office and the Navy DIP (Deserter Information Point) office located at the Navy Annex in Arlington, VA. Duties included sending location information of AWOL military personnel to military MPs via computer and clerical office work.

â€¢Held a Government clerk typist position for the O.J.C.S. (Office of the Joint Chief of Staff) office located at the Pentagon. Duties included typing military Awards, Certificates and Recognition letters.

â€¢Certified Food Handler - 1981

â€¢Assisted with the seasonal Red Cross Blood Drives at 3901 Calverton Blvd, Beltsville, MD Â