

CAD DESIGNER

Summary

Personable CAD Designer/Drafter who communicates openly and effectively with all involved, from construction site workers to company CEOs. Successfully sees projects through from initial planning stages to completion. Highly skilled with broad expertise. Successful at anticipating future issues and implementing creative solutions.

Highlights

- Land development planning
- Erosion and sedimentation control
- Technical plan execution
- Civil 3D
- AutoCAD specialist
- Water piping design
- Complex problem solver
- Advanced critical thinking
- Strong decision maker
- Map creation software
- Topographic studies
- Surveying
- Local municipality projects
- Land use approval process
- Construction surveying
- Permit applications
- Inland Empire regional knowledge
- Highly accurate
- Independent worker

Experience

CAD DESIGNER 01/2002 to 01/2003 Company Name City , State

Prepared standard engineering computations, surveys and designs. Produced and issued precise technical specifications and data sheets. Controlled budget and established company efficiency policies to maximize profits. Surveyed project sites to establish reference points to guide construction. Monitor construction site progress and managed issues that arose.

CAD DESIGNER 01/2003 to 01/2004 Company Name City , State

Prepared standard engineering computations, surveys and designs. Produced and issued precise technical specifications and data sheets. Controlled budget and established company efficiency policies to maximize profits.

SURVEY TECH 01/2004 to 01/2007 Company Name City , State

Prepared standard engineering computations, surveys and designs. Produced and issued precise technical specifications and data sheets. Controlled budget and established company efficiency policies to maximize profits. Surveyed project sites to establish reference points to guide construction. Monitor construction site progress and managed issues that arose.

CAD DESIGNER 01/2007 to 02/2008 Company Name City , State

Prepared standard engineering computations, surveys and designs. Produced and issued precise technical specifications and data sheets. Advised the project manager regarding construction material costs and quantity calculations. Implemented complex design software and drawing tools to plan and design transportation and hydraulic systems.

CAD DRAFTER 05/2008 to 06/2008 Company Name City , State

Drafted detailed drawings of structures, specifying dimensions and materials needed. Reported on status of design process and cost analysis to project manager. Collaborated with builders to see that construction was in line with drawings and designs.

MARKETING REP 07/2008 to 02/2009 Company Name City , State

Interviewed prospective clients to learn about their financial needs and to discuss any existing coverage. Processed applications, payments, corrections, endorsements and cancellations. Called warm leads each week to expand client base. Promoted agency products to customers in person, on the telephone and in writing. Prepared necessary paperwork to process insurance sales and renewals.

MARKETING REP 02/2009 to 04/2009 Company Name City , State

Interviewed prospective clients to learn about their financial needs and to discuss any existing coverage. Processed applications, payments, corrections, endorsements and cancellations. Called warm leads each week to expand client base. Promoted agency products to customers in person, on the telephone and in writing.

MARKETING REP 04/2009 to 06/2011 Company Name City , State

Promoted agency products to customers in person, on the telephone and in writing. Processed applications, payments, corrections, endorsements and cancellations. Interviewed prospective clients to learn about their financial needs and to discuss any existing coverage.

MARKETING REP 01/2011 to 02/2012 Company Name City , State

Interviewed prospective clients to learn about their financial needs and to discuss any existing coverage. Processed applications, payments, corrections, endorsements and cancellations. Called warm leads each week to expand client base.

DEPARTMENT SUPERVISOR 03/2012 to 05/2014 Company Name City , State

Delivered excellent customer service by greeting and assisting each customer. Addressed customer inquiries and resolved complaints. Stocked and restocked inventory when shipments were received. Reorganized the sales floor to meet company demands. Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts. Determined staff promotions and demotions, and terminated employees when necessary. Fulfilled customer shipping needs using UPS and USPS methods. Completed weekly schedules according to payroll policies. Maintained daily record of all transactions. Worked closely with the district manager to formulate and build the store brand. Contributed to merchandising ideas at team sale meetings.

CAD DESIGNER 05/2014 to 06/2015 Company Name City , State

Prepared standard engineering computations, surveys and designs. Produced and issued precise technical specifications and data sheets. Controlled budget and established company efficiency policies to maximize profits. Surveyed project sites to establish reference points to guide construction. Monitor construction site progress and managed issues that arose.

Education

High School Diploma : GENERAL EDUCATION 1995 CANYON SPRINGS HIGH SCHOOL City , State , USA

Academic Achievement Award in Art

Captain of the basketball team

Art Mt San Jacinto Community College City , State , USA

Skills

Civil 3D, AutoCAD, Civil Engineering Drafting, Office Skills, Coaching, Customer Service, Documentation, Leadership, Marketing, Problem Solving, Relationship Building, Self-Starter, Sorting, Troubleshooting