

SAM SMITH

123 Any Street • Any Town, USA 12345

Mobile Telephone: 123.456.7890 • Home Telephone: 123.456.7890 • Email: samsmith@hotmail.com

CAD DESIGNER/MECHANICAL TECHNICIAN WITH 15 YEARS OF INDUSTRY EXPERIENCE

Design, Engineering & Manufacturing Environments

PROFESSIONAL PROFILE

A highly innovative, conscientious, and self-directed CAD Designer offering a decade and a half of wide-spread industry training, practical on-the-job drafting experience, and an exemplary track record of achievement in analysis, drawing generation, concept development, and process control/improvement. A top performer recognized for ability to manage multiple responsibilities simultaneously, successfully and efficiently resolve issues, and consistently meet and exceed established goals and objectives. Quick learner demonstrating a high-level of accuracy and thoroughness recognized for capacity to work independently as well as collaboratively, function in a dynamic and changing environment, interact effectively with all levels of support staff and management, and easily grasp and apply new ideas, concepts, methods, and technologies. Effective motivator, mentor, and team-player accustomed to working under fast-paced, high-volume, time-sensitive conditions. Strong interpersonal, investigative, analytical, troubleshooting, and problem-solving skills. Excellent written, oral, and technical aptitude.

CORE COMPETENCIES

- *AutoCAD/Pro/E Drafting*
- *Concept Design/Development*
- *Data/Design/Drawing Review*
- *Customer Service*
- *Geometric Tolerancing*
- *Research & Analysis*
- *Project Planning/Management*
- *Equipment Maintenance*
- *Manufacturing Process Support*
- *Quality Assurance/Control*
- *New Product Introductions*
- *Report/Proposal Generation*
- *Drawing Interpretation/Analysis*
- *Specifications Preparation*
- *Database Creation/Management*
- *Electrical Schematic Drawings*
- *Process Improvement*
- *Sales/Engineering Support*

PROFESSIONAL EXPERIENCE

ABC Company

Any Town, USA

Sept. 2000 - Jan. 2009

Mechanical Technician

Translated and modified complex engineering ideas and concepts into drawings and assemblies for ABC Company (www.ABC.com), a global company specializing in the design, development, manufacturing, distribution and sales of computerized gaming machines and systems products.

- Created, updated, and maintained database management system/project drawing files featuring all custom work requests; established drawing standards and methods.
- Operated and preserved all CAD-related equipment including plotters and printers.
- Redesigned Custom Order Form; resulted in a more efficient, user friendly document.
- Provided personalized support to a variety of international and domestic clients.
- Consulted with clients via telephone and in person, took measurements, and created hundreds of custom drawings which met unique requirements for gaming jurisdictions worldwide.
- Interacted directly with sales support staff throughout the United States and abroad; met and satisfied individual customer requests and needs.
- Assisted with manufacturing process support, new product introductions, and procedural improvements.

Selected Accomplishments:

- Reduced average turn-around time for custom projects from two (2) weeks to two (2) days.
- Achieved on time completion rate of greater than 95% for 190 projects completed in a two (2) year period.

ABC Company

Any Town, USA

May 1995 - Mar. 2000

Engineering Assistant

Worked in tandem with engineers and helped determine and apply proper specifications for materials and processes for the world's leading aerospace company and the largest manufacturer of commercial jetliners, military aircraft, rotorcraft, electronic and defense systems, missiles, satellites, launch vehicles, and advanced information and communication systems.

- Developed, standardized, and maintained library of symbols and drawings to support engineering personnel.
- Reviewed and substantiated designs, drawings, and data.
- Created web page to support field personnel remotely.
- Provided technical support to internal and external customers.

PROFESSIONAL EXPERIENCE (CONTINUED)

Selected Accomplishments:

- Developed electrical schematic drawings in both MAC and PC environments to successfully position numerous satellites into orbit; used on Delta launch vehicles.

EDUCATION

Bachelor of Science, Natural Resources Management
California Polytechnic State University - San Luis Obispo, San Luis Obispo, California

Associate of Arts, Environmental Studies
Santa Barbara City College, Santa Barbara, California

ADVANCED TRAINING

- AutoCAD ▪ Machine Technology - MT 101 & MT 102 ▪ Pro/E

TECHNICAL ADDENDUM/SOFTWARE

- Proficient in Windows and MAC OS Operating Systems
- AutoCAD ▪ Pro/Engineer ▪ Vellum ▪ Matrix ▪ SAP ▪ Clarify ▪ Microsoft Office Suite ▪ Sharepoint

AFFILIATIONS/VOLUNTEERISM

- Member, Reno 4x4 and Hill Angels 4x4 Clubs - Stolen Vehicle Search and Rescue Recovery Assistance
 - Volunteer, Humbolt-Toiyabe National Forest Carson Ranger District
- Volunteer/Transporter, Camp Wheelchair Adventure Mountain Program (WAMP)

References Furnished Upon Request