

John Smith
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*****, ** 12345

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Objective I am currently seeking a position utilizing CAD software to create 3D models, assemblies, and drawings

- Skills**
- Proficient in the use of software applications including SOLIDWORKS, AutoCAD, Adobe Creative Cloud and MS Office Suite
 - Practiced in learning new concepts quickly and working well under pressure
 - Skilled in communicating ideas clearly and effectively
 - Proven history of providing high quality service to industry clientele
 - Able to effectively multitask while maintaining precise attention to detail

Education ***** **State University**, Raleigh, NC 05/20
Bachelor of Science Technology, Engineering, and Design
Education

***** **Community College**, ***** , NC *****
Associates of Science Degree

Certification CSWA: Certified SOLIDWORKS Associate

Honors & Awards Epsilon Pi Tau Technology Honor Society

Employment History ***** , Operations Manager (Full-Time) 2/09 - Present

- Work closely with owner/operator of company in maintaining professional relationships with outside contractors
- Ensure staff remain trained and OSHA compliant
- Estimator for major construction project bid lettings
- Maintained office hardware and software infrastructure
- Adapting quickly to shifting project landscapes and revisions
- Responsible for procuring equipment, parts, and job-site materials
- Identifying alternatives for rare/unavailable parts in a timely manner

***** , Game Software Tester (Full-Time Contract) 7/08 - 2/09

- Qualified games for suitability, usability, and technical reliability
- Identified enhancements for end user experience
- Assisted development team with project development

***** , Technician (Full-Time) 1/07- 7/08

- Rebuilt and refurbished used laser printers
- Tested, diagnosed, and serviced machines
- Completed customer printer orders in a timely fashion