

Example #3
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Objective: A consulting position with a dynamic and growing company requiring expertise in Autocad and building design.

Highlights

- Skilled with various computer-assisted design software applications.
- Increased productivity by 30% by introducing in-house autocad design while at ABC Associates and saved the company thousands of dollars by eliminating the need to outsource all design and printing work.
- Increased revenue for ABC Design Associates by adding additional design services to the company's menu (eg. project logo designs).

Experience

ABC Associates Inc Toronto, Ontario
Design Architect/Autocad Technician/Draftsman 1995 to 2005

- Prepared all detailed autocad drawings of architectural designs and plans for Retail Shopping Mall construction according to new project requirements.
- Responsible for concept design right through to tenant criteria and signage.
- Instrumental in creating presentation drawings using Autocad, Corel Draw and Adobe files in both text and picture programs.
- Duties included computer maintenance for accounting, employee laptop set ups and installation and maintenance for all software used in the office.
- Assisted in estimating costs and construction time, preparing contract documents for contractors, monitoring internal project budgets, and conducting on-site reviews of construction.

DEF Construction Toronto, Ontario
Owner/Operator 1992 to 1994

- Performed all duties required to run a successful deck building business from sales to bookkeeping to carpentry.
- Continue to operate this business on a seasonal basis.

KLM Company Toronto, Ontario
Foreman/Machine Operator/Laborer 1987 to 1991

- Started as a Laborer and worked up to Site Foreman and ultimately became a Machine Operator and Foreman.
- Equipment operated was a front end loader, track crane and drill rig.

Education

George Brown College Toronto, Ontario
Autocad Technician AT 1997

- Graduated with honours

Northern Secondary School Toronto, Ontario
(SSHGD) 1986

- Completed grade 13

Professional Affiliations

Member of ICSC (International Council of Shopping Centres)
Member of CDBA (Canadian Deck Builders Association)
Member of BBB (Better Business Bureau)