

**Brad Sample**  
San Mateo, CA  
(650)111-1111  
BradSample@email.com

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**OBJECTIVE:** CAD Operator

**SUMMARY**

- Over 1.5 years of work experience in both small and large businesses
- Certificate in CAD/Drafting Technology - trained for over one year in CAD and manual drafting. Perfect attendance in all classes
- Proficient in AutoCAD, Solidworks, REVIT, MS Word, Excel, Powerpoint,, Outlook, Photoshop, and Illustrator
- Generated drawings for manufacturing, machine parts, and architectural applications
- Reputation for delivering consistently high-quality work with great attention to detail

**EDUCATION**

**Certificate, CAD/Drafting Technology** 2022  
College of San Mateo, CA  
Relevant coursework: Solidworks, REVIT, Mechanical Design

**Diploma, Oakland View High School** 2021  
Oakland, CA

**SKILLS & ACCOMPLISHMENTS**

**Computer Aided Drafting**

- Used AutoCAD to generate variety of drawings from samples, designs and blueprints
- Designed assembly drawings and machine part components
- Skilled in 2D and 3D drawings. Applied knowledge of drawing development and dimensioning
- Picked up red mark corrections and made simple design modifications
- Performed simple quality inspections to ensure that drawings conformed to design requirements and specifications
- Applied troubleshooting knowledge to fix AutoCAD software problems
- Read and interpreted blue prints and schematics

**Administrative Skills**

- Organized and maintained records and files of drawings and samples
- Sorted and delivered daily mail with 100% accuracy to over 150 employees
- Used MS Word to prepare project reports, correspondence and memos

**EXPERIENCE**

**Mail Clerk**, RAB Electronics, San Carlos, CA 2022  
**Shipping & Receiving Assistant**, Home Depot, San Carlos, CA 2021  
**Construction Worker**, Tynes Construction, Novato, CA 2020-2021

**RELATED CONSTRUCTION SKILLS**

Carpentry, brickwork, concrete finishing, drywall and lathing, painting, and sheet metal work