

Brad Sample
San Mateo, CA
(650)111-1111
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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