

ARTHUR DRAFTER

567 East Street
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(262) 521-7654
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Objective: Architectural drafter

Summary:

- Strong mathematics ability; solid understanding of basic geometry.
- Proficient in AutoCAD drafting.
- Effective communication skills; both written and oral.
- Keen eye for detail.
- Prepare presentation and production drawings.
- Detail oriented and organized.

Education: Waukesha County Technical College Pewaukee, WI
Architectural Drafting Associate Degree 2000-present
Anticipated graduation: June 2002
Major courses:
Arch. CAD I, II, III & IV
Civil CAD
Comm. Construction Tech.

Waukesha North High School Waukesha, WI
Diploma 1998

Skills:

Drafting/Design

- Experience in preparing preliminary architectural and schematic designs using AutoCAD.
- Develop 3D color graphics models for sales/marketing presentations.
- Analyze client specifications and aid in initial design development.

Customer Service

- Meet with contractors and clients as scheduled.
- Ability to resolve problems that may hinder progress or create disputes, communicating clearly between subcontractors and customers on a daily basis
- Accumulate extensive knowledge of building products in relation to hands-on experience in customer sales and service.

Experience: 3D Design Pewaukee, WI
Drafting Intern 2001 to present

Menard's Brookfield, WI
Customer Service/Sales 1998 to 2001

BEN WORKEN
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Objective: Seeking a growth oriented position in **Architectural Drafting** utilizing skills and experience in construction industry.

Summary:

- Hands-on knowledge in virtually all phases of construction.
- Resourceful in solving problems and maximizing resources.
- Equally effective working alone or as a member of a team.
- Strong skills in organizing work flow, ideas, and materials.
- Dependable and conscientious; accurate in detail work.

Experience: Timberline Construction Sussex, WI
2000 to 2002
Assistant Project Manager

- Coordinated schedules and oversaw assigned work groups to complete building projects on timely basis.
- Checked daily plans and made recommendations to architects for design changes to ensure high-quality standards and cost saving efforts.
- Assisted architects and contractors in developing blueprints for construction projects.
- Drafted drawings using AutoCAD, Softdesk and 3D Animation for architectural presentations.

RD Construction Butler, WI
1998 to 2000
Construction Laborer

- Worked extensively in new construction for commercial and residential projects including carpentry, plumbing, wiring.
- Operated jack hammers, compressors, and power tools.
- Built and placed forms, plywood and wall systems.
- Installed doors and windows prefab or framed.
- Constructed deck beams and columns.

Education: Waukesha County Technical College Pewaukee, WI
2001
Architectural Drafting/Construction Technology

University of Wisconsin-Waukesha Waukesha, WI
1999
General Education courses

References: Available upon request