

# AUTOCAD TECHNICIAN RESUME

## Objective:

An AutoCAD Technician position.

## Summary of Skills:

- Operational knowledge of AutoCAD 2000
- Able to create mechanical related design with the help of AutoCAD.
- Ability to work efficiently and compatibly on a team
- Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)

## Work Experience:

AutoCAD Technician, August 2005 to till date  
C&S Wholesale Grocers, Detroit, MI

- Created and edited electrical drawings to meet specifications utilizing CAD.
- Reviewed drawings to ensure adherence to established specifications and standards.
- Initiated follow-up to update documentation when any changes might occur.
- Accurately completed paperwork for project tracking costs.

AutoCAD Technician, May 2000 to July 2005  
Kelly Engineering Resources, Detroit, MI

- Classified and filed engineering drawings.
- Ensured that all work was carried out in a safe and efficient manner.
- Assisted Engineer with project tasks as assigned.
- Distributed needed drawings to requestors as approved by Engineer.

## Education:

Bachelor of Drafting Technology, Kaplan University, Davenport, IA

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