
Blueprint Clerk Resume

Job Objective

To obtain a Blueprint Clerk position that fully utilizes my experience and abilities.

Work Experience:

Blueprint Clerk

Veta Corporation, Dalton, GA

May 2004 – Present

- Ensured the proper disbursement of engineering change data to sub control stations.
- Distributed change documents to insure incorporation of engineering changes as required.
- Received, reviewed and checked blueprints as to the proper sequence; and initiated necessary action.
- Initiated requests for the rerun of project slips; modified notices and incorporated changes.
- Managed to identify and number incoming blueprints.

Blueprint Clerk

Red Corp, Dalton, GA

March 2002– April 2004

- Indicated quantities of change documents to be run with respect to the number of prints.
 - Located blueprints within using shop areas and line stations.
 - Attached and recorded changes in documents.
 - Rendered service to authorized personnel requesting blueprints.
 - Verified and ensured to issue proper blueprints.
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Summary of Qualifications:

- Knowledge of engineering release nomenclature, symbols and codes
 - Ability to set up and maintain accurate and concise blueprint control records
 - Working knowledge of engineering release.
 - Ability to determine destination and insure prompt distribution of engineering documents
 - Ability to deal tactfully and courteously with personnel of departments serviced.
 - Excellent computing and communication skills
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Education:

Bachelors Degree in Business Management

Salt Lake Community College, Salt Lake City, UT

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