CAD ADMINISTRATOR RESUME

Objective:

Hard working, dependable CAD Administrator seeking position within a growing or strong organization today.

Highlights of Qualifications:

- Proficient with Knowledge of CATIA V5, CAD software
- Profound knowledge of the various equipments such as radio, telephone, fax machine and other equipments
- Deep knowledge of the FCC regulations for broadcasting on the radio along with the basic law enforcement complaints
- Ability to maintain the various electronic and communication equipment
- Ability to monitor, implement and support methods and processes to improve the flow of CAD data
- Familiarity with communication division policies and maintaining logs and forms for the same

Professional Experience:

CAD Administrator, November 2007 – Present
Pro Source, Cincinnati, OH

- Maintained and administered the configurations carried on the CAD system.
- Prepared the database for the system, maintained the other files in accordance to the Patrol's CAD regulations and system policies.
- Helped the Information Systems Helpdesk to resolve any CAD problems.
- Developed the Division's Operator Training manual, assisted the Standard Operating procedures department in any CAD related issue.
- Performed regular check on the system operations to ensure smooth working of the system, maintained documentation of the same.
- Developed and modified the user database and the associated system files.
- Maintained a variety of documents such as manuals, facilitating the using of the CAD system.

CAD Administrator, December 2001 – October 2007
Prospance Inc, Cincinnati, OH

- Installed and configured the various CAD tools and upgraded the software when required.
- Resolved any data malfunction, performed regular checks for the local clients on both ours and their servers to ensure smooth functioning.
- Coordinated with the various hardware and software vendors when required.
- Provided technical support for CAD related problems for the client sites, such as back office applications and resolved any network or server issue.
- Maintained the data back up for the CAD tools and practice recovery of data in case of disaster management.

Education:

Bachelor's Degree in Information Technology, Emerson College, Boston, MA

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