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# CIVIL DRAFTER RESUME

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## Job Objective:

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Seeking a position as a Civil Drafter within an organization which can offer me an opportunity to grow and enhance my skills.

## Highlights of Qualifications:

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- Wide experience in developing design drafts for civil projects
- Profound knowledge of CAD tools
- Exceptional knowledge of design principles
- Good understanding of grading, utility plans, E&S Plans, and roadway layout
- Ability to handle land development and municipal projects
- Amazing ability to train other drafters and technicians
- Immense ability to review civil drawings
- Ability to prepare cover sheets, plan and profile layouts
- Outstanding ability to determine weights, volumes and stress aspects of designs
- Excellent management and decision-making skills

## Professional Experience:

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Civil Drafter  
Volt Workforce Solutions, Albany, NY  
August 2007 – Present

## Responsibilities:

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- Produced detailed drawings using CAD systems.
- Drafted civil plans for highways, sewage disposal systems and other construction projects.
- Represented elevations and contours in civil designs accurately.
- Represented geophysical formations and oil field installations in designs.
- Reviewed rough sketches prepared by other Civil Engineers for accuracy and completeness.
- Conducted field inspections to gather data required for preparing or revising drawings.
- Determined quality, quantity and cost for building materials.
- Reviewed drawings with construction team and make necessary adjustments.

Civil Drafter  
PSM, Inc., Albany, NY  
May 2004 – July 2007

## Responsibilities:

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- Created topographical maps to aid construction workers.
- Represented minute details and visual guidelines in civil designs.
- Maintained all the drawings in the computer system.
- Specified materials and dimensions in civil plans.
- Created wiring and layout diagrams for electrical equipment.
- Recommended design revisions based on project specifications.
- Referred to technical handbook during drafting phase.
- Prepared drawings to clearly indicate assembly of mechanical devices.

## Education:

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Bachelor's Degree in Civil Engineering  
Fielding Graduate University, Santa Barbara, CA

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