
OFFICE DRAFTSMAN RESUME

Summary:

A highly trained professional involved in drafting and drawings; has over 10 years of experience in working with architects and engineers to perform and deliver tasks at hand; has exceptional computer skills utilized at performing work on schematics and diagrams for timely submission; highly talented and practices time management and exercises proven organizational skills.

Professional Experience:

Head Draftsman January 2007 – Present
Total Engineering Services, New York

Responsibilities:

Created drafting using computer software programs to ensure more accurate drawings.
Provided drawings for the projects of major clients needed for the construction of the building.
Maintained records and blueprints of city plan layouts for future reference of the engineers.
Handled drawings of map layouts of electric lines inside a building designed by the engineers.
Supported engineers in developing their design both gas and electric.
Draftsman May 2004 – December 2006
ABM Architects Inc., New York

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Education:

Associate Degree in Drafting
University of New York, 1995
Bachelor of Science in Manufacturing Engineering
University of New York, 1993

Skills/Certifications:

- Strong leadership and teamwork attributes
 - Excellent time management skills
 - Proficient in computer skills such as Microsoft office and Autocad
 - Ability to conduct drafting qualifications
 - Excellent organizational skills
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Associations/Organizations:

National Draftsman Association, Member

NY Drafting Association, Member

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