

ELECTRICAL CAD DESIGNER

Summary

Highly motivated team player with a vast skill set and strong work ethic. Proficient in computer aided design (CAD). Experienced in Autocad and Microstation. On-site installation experience both domestically and internationally. Fluent in both verbal and written Spanish.

Highlights

- Excellent communication techniques
- Multidisciplinary exposure
- Project management
- Lean principles knowledge
- AutoCAD expert
- Complex problem solver
- SharePoint
- Microsoft Excel, Project and Visio
- Engineering operational functions
- Assembly drawing

Accomplishments

Mastered proprietary engineering software programs and systems.

Provided on-site field installation assistance and training both domestically and internationally.

Accomplished in writing technical training, troubleshooting, and reference documentation in both English and Spanish.

CAD coordinator for the Controls and Electrical Groups.

Lean Six Sigma certification at Yellow Belt and Green Belt levels.

Experience

ELECTRICAL CAD DESIGNER 05/2012 to 03/2017 Company Name City , State

Electrical CAD Designer, North America Facilities Engineering Group

- Create and assist in creating and maintaining accurate electrical drawings such as plan views of electrical equipment, one line and riser diagrams, panel schematics, panelboard schedules and lighting plans.
- Support the Process Control, Forming Electronics and Cold End Packaging groups with their CAD and/or design needs.
- Write scopes of work for electrical contractors.
- Order equipment.
- Support the North American factories by providing drawings, technical information or spare parts and designing minor projects.

PROJECT PLANNER 01/2011 to 05/2012 Company Name City , State

Project Planner for the Machine Manufacturing - Global Glass Technology group.

- Track orders of machine parts for on-time delivery to machine shops and glass manufacturing facilities based on production schedules.
- Create work orders.
- Go-to contact to coordinate rush shipments.
- Customer Service Representative to third party suppliers and machine shops
- Coordinator of the machine parts repair program.

CUSTOMER SERVICE REPRESENTATIVE 09/2008 to 01/2011 Company Name City , State

Global Equipment Sales - Global Glass Technology.

- Order entry, price quotes
- Arrange shipments
- Expedite rush shipments in emergency situations

PROCESS CONTROL DESIGNER AND FIELD SERVICE TECHNICIAN 11/1998 to 09/2008 Company Name City , State

Process Control Services - Global Glass Technology.

- Design proprietary control panels for various furnace/forehearth heating and cooling processes, as defined by project scope, budget and customer requirements for both domestic and international facilities.
- Configuration of systems and field equipment.
- Perform functional check out of completed panels.
- Order all panel and field equipment.
- Write scope of work and specifications for field contractors
- On-site installation and training both domestically and internationally in both English and Spanish.
- Write technical training and troubleshooting documents for both plant personnel and colleagues.
- Teach training classes on new and existing systems and equipment in both English and Spanish.

Education

INDUSTRIAL ELECTRONICS OWENS COMMUNITY COLLEGE Industrial Electronics Associates Degree Program
Spanish and International Relations STATE UNIVERSITY OF NEW YORK Dual Major of Spanish and International Relations in the Bachelor
of Arts Program
Skills

MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT, OUTLOOK), AUTOCAD, MICROSTATION, PROJECTWISE EXPLORER,
ADOBE PROFESSIONAL, JD EDWARDS, ERP, HART COMMUNICATION, SHAREPOINT, SOME SAP EXPERIENCE.