

Sample Functional Resume

William E. Dacotua

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Objective: Entry Level Architectural Drafting/Design

Highlights of Qualifications

- * Strong CAD skills
- * Experience in many areas of light construction
- * Ability to turn general ideas into drawings
- * Enjoy working with clients to develop suitable designs

Skills & Accomplishments

Drafting

- * Create full sets of working drawings using AutoCAD (12, 13) and board tools
- * Layout of electrical and plumbing systems
- * Calculate and dimension structural members
- * Interpret blueprints

Design

- * Create and redesign residential and light commercial plans using client profiles and flow diagrams
- * Draw perspectives, isometric and freehand sketches
- * Build models

Technical

- * Develop specifications and cost estimates
- * Sight survey for elevations and contours

Experience

Architectural Drafting Intern, Designatech Plan Service, Portland, OR 1995

General Construction, Various Construction Companies, Summers 1991 - 1994

Additional work included part-time sales and customer service positions

Education

A.A.S. in Architectural Drafting, Portland Community College, June, 1995

Graduate, Benson High School, Drafting Studies, June 1993

References and Portfolio Available on Request