

Ashley Jorgensen

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Objective

To obtain a CAD Drafting position that will enable me to utilize my strong organizational skills, proficiency with computer software, and ability to work well with people to contribute to my employer's success.

Skills Summary

- ♦ Autocad (2D & 3D),
Level 1 Certified
- ♦ AutoDesk Inventor
- ♦ Adobe Photoshop
- ♦ Adobe Dreamweaver
- ♦ Rhinoceros 3D
- ♦ Adobe Acrobat
- ♦ All Microsoft Office
Programs
- ♦ Front-Office Operations
- ♦ Strong communication skills in Spanish
- ♦ Basic computer networking
- ♦ Professional Reports
- ♦ Organization / Detailed report
logging

Profile

Reliable and personable – Able to maintain a good attitude under pressure. Excellent team-building skills. Responsible handling important plans and reports. Demonstrated history of producing accurate, timely reports meeting stringent guidelines.

Flexible and versatile – Talent for quickly mastering technology. Thrive in deadline-driven environments. Ability to adapt when priorities abruptly change. Ability to assess problems in a timely matter as they occur and determine whether they need immediate attention.

Employment History

CARTER AIR BALANCE – Napa, CA

Typist/Office Assistant, 2007 to Present

- ♦ Prepare air balance reports for contractors, ensuring full compliance with engineer's requirements while meeting tight deadlines.
- ♦ Communicate with field technicians in regards to contents of reports to facilitate understanding.
- ♦ Provide front-office operations and courteous customer service in order to maintain a clientele supported by 90% referral business.
- ♦ Write, create, and design new report forms as needed.
- ♦ Communicate with Project Managers to gather necessary information, individual requests and special guidelines for reports.
- ♦ Organize and maintain project documents.

Education

NAPA VALLEY COLLEGE – NAPA, CA

Digital Design Graphics Technology

Expected graduation date: May 2011