

MICHAEL LEWIS

OBJECTIVE

A challenging entry-level Designer/Drafter position leveraging my skills and education

SUMMARY OF QUALIFICATIONS

- Well versed in 2D & 3D modeling in AutoCAD
- AutoDesk Training Certified: AutoCAD level 1 & 2, Inventor level 1 & 2, 3DStudio Max level 1
- Self-motivated and a consistent producer
- Attentive to details while still seeing the big picture
- Effective working alone or as a cooperative team member

EDUCATION

Associate of Science, Digital Design & Graphic Technology

Napa Valley College, Napa

Current GPA: 3.78

Degree anticipated May 2009

Relevant Coursework & Proficiencies

- 2D & 3D Design: AutoCAD 2009, Inventor 2009, 3DStudio Max 2008, Revit Architecture 2008, Rhinoceros 3.0
- Digital Architectural Design/Drafting
- Machine Tool Technology
- Descriptive Physics
- Website Design & Image editing: Adobe Dreamweaver & Photoshop CS3
- A/V editing: Avid Media Composer 3.0
- Microsoft: Excel 2006, Word 2007

EXPERIENCE

Cornish Enterprise, Napa, CA

April 2008 – March 2009

Designer/Drafter

- Dimensioned existing assemblies and recreated them in 2D and 3D space
- Created original designs based on verbal communication and rough sketches
- Worked directly with clients and fabricators to create working drawings in 2D & 3D for manufacture
- Handled all aspects of office work including; ordering, billing, creation of contracts, correspondence with clients and vendors, etc.
- Worked on projects of all sizes; from complete winery plans using existing civil topography lines, to very small assemblies requiring tight tolerances

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<http://www.ddgt.net/StudentPages/mlewis/index.html>

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EXPERIENCE (CONTINUED)

- Integrated Network Communication**, Petaluma, CA February 2008 – August 2008
CAD Drafter Intern
- Creation and correction of electrical single-line drawings for engineering team
 - Creation of detailed plan and elevation drawings for proper placement of audio/visual equipment
 - Created structure and standardized existing AutoCAD block library
 - Provided peer AutoCAD training

- Sonoma and Napa County, CA February 2006 – August 2007
Apprentice carpenter in residential construction
- Worked independently within teams to complete large scale remodels
 - Completed broad range of construction projects from foundation forming through roofing

- Fairmont Sonoma Mission Inn**, Sonoma, CA June 2005 – February 2006
Accounts Receivable Clerk
- Primary contact for customer complaint resolution
 - Demonstrated ability to problem solve multiple complaints/issues simultaneously
 - Generated Excel spreadsheets for monthly accounts as well as group event billing
 - Communicated guest relation issues with all levels of personnel, including local and regional management
 - Provided analysis of possible changes to company policy from personal communication with current and former guests

- Fairmont Sonoma Mission Inn**, Sonoma, CA July 2003 – June 2005
Banquet Attendant
- Facilitated the set-up and break-down of events within constricted time frames
 - Multi-tasked and prioritized timing of room turns to facilitate the organization of all aspects of banquet staff

- J. Quinlisk Designs**, Napa, Ca April 2001 – July 2003
Painter's Apprentice
- Assisted in all aspects of trade, ranging from masking and prep work to mixing custom paint colors and faux painting
 - Demonstrated the ability to communicate clearly with clients from all walks of life

- Utility Application & Design**, Petaluma, CA August 2000 – April 2001
Field Drafter
- Operated independently to assist in the calculation of loads placed on utility poles for installation of fiber-optic cables
 - Responsible for creating clear and accurate representations of all utilities and support cables necessary for precise calculations