

Lester Needajob

4545 Bayport Drive, Baytown, Texas 77520 ▪ 000.000.0000 ▪ Ineedajob@myemail.com

OBJECTIVE Seeking a Drafting position which will utilize my skills and enhance my educational training.

EDUCATION Lee College, Baytown, Texas
Associate Degree in Computer Aided Drafting & Design Expected 12/2006
Certificate of Completion in Computer Aided Drafting & Design 8/2005
GPA: 3.65/4.00

RELEVANT COURSES

Advanced Pipe Drafting	Structural Drafting
Mechanical Drafting	Advanced Computer-Aided Drafting
Electrical Drafting	Solid Modeling/Design
Instrumentation Drafting	Business Communication/Correspondence

SKILLS **Computer:** AutoCAD, Inventor, and Microsoft Windows including Microsoft Word, Excel, Access, and PowerPoint.

Other: Strong analytical and problem-solving techniques, excellent communication skills, and the ability to work successfully both in a group or independently.

RELATED EXPERIENCE Student Assistant - Drafting Technology (CADD) Department 8/2005 - Present
Lee College, Baytown, Texas

- Plot drawing sets, revise existing drawings, and create sample drawings for teaching aides.
- Draw existing and proposed office areas for campus moves.
- Updated campus map to include new buildings and organized drawing files by converting hard copies to CAD files.

OTHER EXPERIENCE Customer Service Rep - JPS Construction, Houston, Texas 9/2004 - 8/2005
Waiter/Host - Montana's Restaurant, Houston, Texas 4/2003 - 9/2004

HONORS Bay Area Scholarship Fall 2005 and Spring 2006
Dean's List 6/2005 - Present

AFFILIATIONS Member of Drafting Student Association (DSA)

Professional References for Lester Needajob

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REFERENCES DeDe Griffith
Drafting Technology, Lead Instructor
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