

**Objective** To use my skills and education in a management or project management position.

**Experience**

**City Of Grand Jet**

250 N 5<sup>th</sup> Street  
Grand Jct., CO 81501

Duties included but are not limited to:

- Use Autodesk MAP & Raster, ESRI Software to create and update general maps for other departments and general public
- Production of shape files for MAPGUIDE to publish GIS information to the intranet and internet
- Assisting with gathering of information for budgeting and accounting purposes
- Purchase of specialized supplies as needed
- Have served on the Employees Association for 4+ years
- Committee member on Wage and Benefit 3 years
- Chaired Valentines Committee for 2 years
- Chaired Annual Awards Banquet for 2 years
- Organized division functions - Engineering Picnic, and IS Functions
- Employed November 1999 – December 2009

**Robert C. McHugh - Architect**

337 Grand Ave  
Paonia, CO 81428

- Duties include use of AutoCAD for drafting, editing and plotting of drawings, including structural drawings for pedestrian bridges. Maintenance and update of computer stations including Novell NetWare server and hub, network wiring, field surveying as needed
- Data Entry for Omware Master Building estimating program
- Update of all office procedures manuals, and creation of new procedural documents
- Creation and use of Adobe Photoshop for company brochures
- Email of drawings to clients, consultants as needed. Internet searches for information
- Major accomplishments include the replacement of the Novell Server after the server failed, installing the Novell NetWare software, and restoring the server
- Employed December 1998 – January 2000

**West Elk Mine**

Mountain Coal Company, LLC  
Box 591  
Somerset, CO 81434

- Position supports: Engineering, Operations, Environmental Departments. Support includes creation of and/or updates of all mine maps, permit maps, electrical/mechanical drawings as per MSHA regulations
- Duties include use of AutoCAD for drafting, editing and plotting of drawings
- Maintenance and update of AutoCAD and other AutoDESK related stations, hardware and software
- Drafting Standards
- File maintenance, Indexing and Archiving
- Maintenance and upkeep of large format Xerox Copier
- Computer support, downloading, transfer and uploading of specialized Mining Equipment programs (ICamps)
- Employed September 1995 through December 1998

### **Delta-Montrose Area Vocational Technical Center**

1765 Hwy 50  
Delta, CO 81416

- Duties included teaching AutoCAD R12, Drafting, Plotting and reproduction of plots to students
- During course of '94-95 school year revitalized Post-Secondary Drafting Program with the assistance of the Adult Education Coordinator
- Also taught WordPerfect 5.1, 5.2, DOS 6.0, Windows 6.0 and 6.1, and other miscellaneous computer classes for the Adult Education Program
- Employed August 1994 - September 1995

**Other work history is available on request.**

## **Volunteer Positions**

### **Chipeta Girl Scout Council**

Service Unit Manager Unit 626-Delta

- 1996-97, 97-98, 98-99, 99-2000, 2000-2001, 2001-2002
- Supervised and Managed Leaders, held monthly meetings with leaders, coordinated events at service unit level, received direction from council, represented council and leader's interest.
- Saw registered number of girls increase from two small troops to six troops, and over 100 girls
- Received Presidents Award for Service Unit

Brownie Troop leader - Troop 82 1997-98

Junior Troop leader - Troop 80 1998-99

Cadet Troop leader - Troop 81 1997-98, 2002-03, 03-04, 04-05

Product Sales Manager - 1997-98, 98-99, 04-05

Council Trainer - 1999 - Current

- Attended Train the Trainer 1999 & 2005

Delegate for Delta Service Unit - 1997, 1998, 1999, 2000 & 2006

- Served as Alternate Delegate 2001, 2002, and 2005

## **Education**

### **Colorado Christian University**

- **Bachelors Degree** Organization Management Human Resources May 2010
- Associates Degree May 2007
- **Project Management Certificate**

### **Colorado State University, Denver Campus, Denver, CO**

- Teacher Induction Program 1994-95

### **Mesa State College, Grand Jct, CO**

- Implementing GeoTechnologies for Mining and Petroleum Industries 2007
- AutoCAD Rel 12 Update Fall 1993
- Surveying Fall 1992
- AutoLISP in AutoCAD 1991
- AutoCAD 1990

### **Pikes Peak Community College, Colorado Springs, CO**

- Architectural Drafting 1985-86
- English & Math

### **Central High School, Grand Junction, CO**

- College Prep
- Drafting I - III
- Graduated May 1984

## **Certificates**

**Project Management Certificate** – Colorado Christian University 2009

## **References**

References are available upon request.