

Mary E. Harwood, CADD

P.O. Box 205, 554 Main Street, Erie, CO 80516-0205
720-544-1843-c • embe8ch@yahoo.com

PROFILE:

Expert **COMPUTER AUTOMATED DESIGN DRAFTER** focused on drawing excellence with strength in 2D drawing utilizing Autocad 2009. Excited to be moving forward using Autodesk Civil3D.

Proficiencies and Certifications:

TOOLS OF TRADE:

Autocad and Autodesk Civil-3D 2009, Microstation J and V8, Microsoft Office Suite Applications, HP Designjet 4000 & 1055 Series Plotters, Canon iR3245, Xerox Work Center Pro C2128, Epson R1800 Large Format Printer, Inter-Tel and Cisco Business Phone systems

CERTIFICATIONS:

Microsoft Excel, Traffic Radar Operation-June 2002, CPR/AED-Exp'd 2008

EMPLOYMENT:

CAD TECHNICIAN, 07/2008 – PRESENT

BOULDER COUNTY DEPT OF TRANSPORTATION, Boulder, Colorado

- Draft and assemble plans using Autocad while training in Autodesk Civil-3D, 2009
- Drawing road, traffic requests, land development, and some profile plans
- Multi-line phone system, public communication, library organization, field inspection

SENIOR DRAFTER, 04/2002 – 01/2008

WILLDAN, Redding, California; City of Industry, California

- Plan checking and drafting services of traffic and civil engineered plans
- Traffic & Engineering Surveys, traffic signal inventories, assisted the survey crew
- Regular use, maintenance, and supply inventory of plotter, FAX, and copier
- Handled busy office phones, organized and maintained e-files and project archives

DRAFTER LEVEL II, 09/1998 - 03/2002

IRISH COMMUNICATION COMPANY, Rosemead, California

- Hired specifically to assist coworkers in transition from Microstation to Autocad
- Design and drafting services of telecommunications plans
- Public agency contact to acquire parcel maps for locating underground substructures
- Field work gathering as-built information per each drawing project
- Attended: Safety lecture for Office Ergonomics

ASSISTANT DRAFTER, 02/1998 - 09/1998

STUDIO 5 LANDSCAPE ARCHITECTS, Irvine, California

- Provided Autocad assistance for company president
- Full design and drafting services of commercial landscape plans, site field work
- Management of e-files, large scale copying and plotting, shipment of plans, busy phones

EDUCATION:

Autocad 2009 User Update – Comm-Tech, Boulder, Colorado

Autodesk Civil3D - SHASTA COLLEGE, Redding, California

Microsoft Access - NEW HORIZONS COMPUTER LEARNING CENTER, Anaheim, California

Microstation V8 – ARCHWAY SYSTEMS, INC., Huntington Beach, California

Microsoft Excel - EXCELSIOR ADULT SCHOOL, Norwalk, California

Autocad 2000 – CVIS, INC., Rosemead, California

CADD Programs - RIO HONDO COLLEGE, Whittier, California

PROFESSIONAL ENHANCEMENT:

Mix monthly with other users at Autodesk Civil-3D User Group