

Matthew Adams

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SKILLS SUMMARY

24 years CAD application experience, 8 years CAD Administrator experience, and 9 years Lead Designer/Project Engineer. Excellent written and verbal communication skills and a positive attitude. Strong work ethic, works well under pressure and is recognized as a team player.

WORK HISTORY

Engineer II, LifePort, Special Missions Division, Woodland, WA, (April 2007 – Present)

- **General Duties**
 - Create simple to complex 3D models for parts, assemblies, and installations.
 - Create complete detail part, assembly, and installation drawings.
 - Creation of simple electrical diagrams with some oversight.
 - Creation of pneumatic diagrams.
- **Project Lead / Project Engineer Duties**
 - Lead small (2-3 people) and large (4-10 people) design groups.
 - Create and update open issues lists, action plans, risk matrix, and project schedules as needed for each assigned project.
 - Assist in resourcing planning for each assigned project.
 - Approve or check detail part and assembly drawings per company and ASME Y14.5-2009 standards.
 - Supported manufacturing questions and non-conformances doing product build process.
 - Creating schedules for projects based on milestones and available resources.
 - Review and process Tech Helps from outside vendors.
 - Review and disposition parts with incoming inspection non-conformances.
 - Interface with the customer during the design process to conduct project milestone reviews.
 - Interface with the customer or review customer-provided documents to create requirements and milestones for projects.
- **CAD Administrator Duties**
 - Revise and update standard processes
 - Write new standards for processes
 - Conduct training on new or revised standard processes
 - Conduct both ongoing and new hire training for engineering applications
 - Troubleshooting SolidWorks issues at the user level
 - Maintain standard files such as common parts and templates
 - Maintain and troubleshoot Solidworks PDM Professional
 - Coordinate between Engineering and IT on the upgrade of computers or installation of new software.
 - Scripting of Engineering Software Package Installation using Batch File and VBScript.
 - Customization of SolidWorks using Visual Basic Macros to streamline daily receptive tasks.
 - Migration of files into Solidworks PDM professional from external sources.
 - WorkGroup PDM

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- Windows File Systems
- Smarteam
- Process mapping of workflows to ensure PDM workflows match the needs of the users.
- Customizations of Solidworks PDM Professional using custom add-in and tasks written in C# and Visual Basic.
- Limited SQL database experience to Include:
 - Finding data using the SELECT statements
 - Writing simple update statements to correct errors in the database.

Designer / Drafter, Northwest Finish LTD. / Global Solariums, Vancouver, WA (May 2002 – April 2007)

- Designed and drafted skylights, patio rooms, and sunrooms using AutoCAD
- Other duties included the design of dies and mold for aluminum members and drafting of site plans
- Projects in both Residential and Commercial
- Submitted projects to the local building department
- Worked with dealers around the nation giving pricing information
- Provided technical and design advice on projects of all sizes

6ASET1- Production Tech Designer 1, the Boeing Company, Everett, WA (May 2001 – May 2002)

- 767 Liaison Engineering Group in charge of ADCN, DCN changes to both Manual and CAD drawings
- Investigated production and FAA compliance issues

Designer / Drafter, Northwest Finish LTD., Vancouver, WA (Nov 1999 – Apr 2001)

- Completed the design and drafting of skylights, patio rooms, and sunrooms
- Designed dies and mold for aluminum members, and drafting of site plans
- Worked on projects in both Residential and Commercial

EDUCATION & CERTIFICATIONS

Technical Management, Embry-Riddle Aeronautical University, Worldwide Campus, November 2013 – March 2018

Associates in Applied Science in CADD Technology, ITT Technical Institute, Portland, OR, September 1999 – March 2001

Henley High School, Klamath Falls, OR, graduated 1998