**SKILLSETS & EXPERIENCE**

**Creative Technology:** AutoCAD, SolidWorks, CADKey, Adobe Creative Suite (Photoshop, Illustrator, & Indesign)

**Office Duties:** Microsoft Office (Word, Excel, Powerpoint, Outlook), Filing & Organizing, Data Entry & Formatting

**Interpersonal Communication:** Personal Management Skills, Leadership & Teamwork, Problem Solving & Communication

**EMPLOYMENT**

**SmartTalent** Office Work (**Vantage Community Management**) Nov. 2021 – Present Day

* Prepare violation letters for our clients (HOAs and COAs)
* Process property improvement requests and architectural control committee improvement requests
* File paperwork (physically and digitally), log necessary information, upload inspection photos, , rename files, troubleshoot, use, and maintain printer/copier/scanner machine, troubleshoot, use, and maintain postage machine, HOA/COA website management, answer voicemails, and respond to emails

**SmartTalent** Warehouse Freight & Shipping (**ULine, Flooret, Prime 360**) June 2021 – Nov. 2021

* Prepare product for shipment, box product, wrap and strap pallets, check orders, and assemble shipping boxes
* Maintain a clean work environment
* Repair pallets

**Northwest Service** Assembly Mar. 2021 – June 2021

* Assemble BMX, Cruiser, Mountain, Road, and Kids bikes
* Assemble Barbecues, Grills, and Smokers
* Work with speed and efficiency and maintain a clean work area

**BeginRight** Assembly & Packaging July 2020 – Jan. 2021

* Assemble various lighting control fixtures
* Package and shipment preparation
* Other duties as assigned; program fixture boards, test assembled fixtures, and disassemble defunct product

**Pentagon EMS** CAD Drafter Feb. 2020 – April 2020

* Create detailed drawings of PCB fixtures for Wave Solder, SMS, XRay, and other assembly machines
* Learn and use CADKey, including custom marcos and hotkeys
* Work quickly and accurately according to specific guidelines

**Tinitron** SolidWorks Drafter Oct. 2018 – Nov. 2018

* Update and create SolidWorks Drawings, Assemblies, and Parts
* Assist on the assembly floor as needed
* Troubleshoot and assemble proprietary parts for high voltage power control centers

**IDL Worldwide** SolidWorks Drafter May 2015 – Feb. 2016

* Use reference photos and rough sketches with dimensions to recreate retail stores in SolidWorks
* Communicate with client using drawing files for installation locations for their new product display
* Create installation guides for the new product display fixtures
* Compile post-installation reports

**Grand & Benedicts** Design Intern April 2013 – June 2013

* Create models and drawings of product displays and fixtures in SolidWorks
* Update existing models and modify them to create variations
* Make changes to files according to redline documents
* Reverse engineer existing fixtures to create SolidWorks Parts, Drawings, and Assemblies

**EDUCATION ­**

**Art Institute of Portland** BA of Industrial Design December 2014

**Cornell College** BA in Math, Minor in Computer Science June 2007