

JAMES WARD

5128 Sprig Wood dr.

Tampa Fl, 33615

813-770-8459

James17890@MSN.COM

Objective:

To obtain a position that will allow me to utilize my education and experience.

Qualifications:

- Computer Skills: Excel, Word, Pool Draw, Auto Cad, 3-D max, Power Point, Auto Cad ADT, Microstation
- Seven years of CAD Drafting
- Nine years of Manual Drafting
- Ten years of Customer Service
- Five years of Management Experience

Education:

Southwest Florida College

Associate Degree in Drafting and Design

Tampa, FL

Lee Vocational School

Certificate in PCA, EMT and Phlebotomy

Cape Coral, FL

Employment:

Power Design Inc

Designer & Draftsman

- Design and draft electrical design for civil, commercial and residential projects
- Coordinate drawings and meetings between clients.
- Responsible for setting and utilizing CAD standards.
- Setting up back up files and proper records for CAD, Excel and Word files.

Saint Petersburg, Fl

2007 to 2009

Self employed Draftsman

- Meet with clients to plan and design projects.
- Organize all proper paper work including billing and presentation.
- On site inspections and field work.
- Preparing residential, commercial and civil site plans.

Tampa, FL

2004 to Present

Montecki & Associates

Draftsman

- Redline corrections
- Design new site plans
- Research land and building codes

St. Petersburg, Fl

2006 to Present

ARG Corp

St. Petersburg, FL

Head Draftsman & CAD manager

2006 to Present

- Responsible for setting CAD standards
- Design residential and commercial structures
- Field work including measuring, inspecting, and meeting with clients

Flemings Steak and Wine Bar

Tampa, FL

Bartender

2006 to Present