

Kenneth Bryant

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Career Objectives:

I am looking for a permanent position that offers growth and a challenge. I am a very loyal and dedicated person who is capable of learning or adapting to any position. To sum up my qualities in one word it would be: dutiful.

Qualifications:

- ❖ Trained in AutoCADD 2000i-2009
- ❖ Type 10,000+ keystrokes per hour.
- ❖ Civil Drafting
- ❖ Architectural Drafting
- ❖ Survey Drafting and all aspects of Surveying
- ❖ Extensive Management Experience.
- ❖ Bilingual English and Spanish.
- ❖ 10 Key Proficient

Accomplishments:

- ❖ Proficient at AutoCADD 2000 through 2009 LDD including Civil, Architectural, Blocks, Connectivity, 3-D Modeling, and Rendering.
- ❖ Have a thorough knowledge of Budgeting, Fiscal Planning, Inventory, and Purchasing.
- ❖ Experience in Customer Service, Troubleshooting, Sales, and Collections.
- ❖ I am well organized and capable of managing all aspects of a business and/or office.
- ❖ Can take instructions well and am not afraid to ask for help when I am not sure of something.
- ❖ My biggest asset is my ability to learn. I am capable of learning at a very rapid rate and can grow into any position that needs to be filled. I am also taking and plan on taking any courses that are helpful to better perform in a position or to grow with a company.
- ❖ I am an artistic person and can visualize ideas easily then put them on paper into a working plan.
- ❖ Have experience with shipping and receiving.

Business Awards:

- ❖ Franchise of the Year, Labor Finders.
- ❖ Award of Excellence, Exxon.

Working Experience:

- 2003-Present Survey and Engineering Technician. Duties Included: All aspects of drafting. Boundary, Topographic, ALTA, Review Title Commitments, Platting, Condo Platting, Condo Conversion and Platting, Sketch of Description, 3d Sketch of Description, Wet Zones, Wetland Delineation, Stake Outs, As Built, Residential Site Plans, Customer Service, Training of New Draftsmen to us Land Desktop 2005, Writing Legal Descriptions, Troubleshooting Field Books, Close and Adjusting Traverses, and some Field Work when needed.
- 1996-2003 Administrative Clerk for the US Government. Duties Included: Fiscal Planning, Development and Maintenance of Programs, Program Evaluation, Payroll, Filing, Creation and Maintenance of Reports, Inventory, & Creation of Departmental Presentations.
- 1996-2004 Tutor for Vocational Training Drafting Program. Duties Included: Assisting Contract Instructor with various needs in assisting students. Which includes but was not limited to: Grading of drawings, evaluating Architectural Plans and Civil Plans, AutoCADD2000i instruction. Creation of 3-D models and renderings utilized as classroom examples for clarification which assisted students to understand principals and shapes.
- 1990-1996 Labor Finders Owner/Operator. Duties Included: Sales and Customer Service, Human Resources, Job Evaluation and Job Placement, Workman's Compensation, Payroll, Account Receivables, Accounts Payables, Dispatch, Safety Instruction, Account Management and Evaluation (including credit evaluation and recommendations), Bulk Mailing, Record Keeping, Data Entry, and Recruiting. Some accounts included BFI, Charlotte Motor Speedway, Flor Daniels, and the Atlanta International Airport.
- 1988-1990 Exxon Co USA Manager/Auditor. Duties Included: Scheduling, Inventory Control, Inventory, Human Resources, Fiscal Planning, Employee Evaluation, Auditor, Competitive Shopping, and Data Entry.

Education:

- 2007-Present University of Florida, Geomatics Program, scheduled to graduate Summer 2009.
- 2003-Present Hillsborough Community College, Graduation Date of Spring 2007 (present GPA 3.5)
- 1996-2003 Vocational Training / Tutor FCC Coleman - Drafting Design including: Mechanical Drafting, Architectural Drafting (Foundation, Site Plan, Floor Plan, Electrical Plan, Plumbing Plan, Mechanical Plan, Framing Plan, and all Details), Civil Drafting (Site Plans, Traverses, Latitude and Departures, Plot Development, Road Development, Field Note Deciphering and Checking, and Retention Pond Calculation and Design). I have a portfolio of some examples upon request.
- 1996 Vocational Training FCC Coleman - Building Trades including all phases of construction and Florida Building Codes.
- 1989 Art Institute of Fort Lauderdale - Studies included: Marketing, Graphic Design, Business Practices, and Photography.
- 1988 Palm Bay High School – Graduated

Portfolio Includes: Designed Assisted Living Facility, Civil Plans, Illustrations, Surveys, Plats