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| A B O U T M E |  | voltaire p. mendoza  autocad operator  **Experience:**  **AutoCAD Operator -** March 11, 2015 – Present  **J.E. Manalo & Co., Inc.**, Pasig City   * Prepares Shop Drawing from Written Description, Sketches, and verbal Instruction. * Works with Clients and company standards, Submit all drawings with quality on time. * Prepares Shop drawing of Plan, section and elevation from tender drawing. * Prepares details of different parts of section and elevation * Preparation of AutoCAD Drawings related to construction of new project site. * Creates 2D and 3D Drawing design. * Works closely with design team members in producing final drawings and completing the needed design task. * Converts all handmade drawings to AutoCAD.   **education and highlights:**   * **Advance AutoCAD –** January 2015 – February 2015   **Microcadd Cubao Main Branch**   * **Comprehensive AutoCAD –** August 2014 – Dec 2014   **Microcadd Cubao Main Branch**   * **Electrical Technology –** June 2012 – April 2014   **University of Rizal System, Morong Rizal**  **skills:**   * **Microsoft Office (Word, Excel, PowerPoint, etc.)** * **AutoCAD** * **Civil 3D** * **Sketch Up** |
| Energetic and hardworking AutoCAD Operator with over Nine (9) years of experience in construction industry. Passionate about work and eager to take on new responsibilities and leadership roles. |
| OBJECTIVE  To be able to enhance my knowledge and skills in the field of Engineering. To be associated with an organization that will provide an assured career growth and maximum professional development. |
| |  | | --- | | C O N T A C T | | mendoza.voltaire@yahoo.com.ph | | | +639081004662 | | |  | | | Binangonan, Rizal, Philippines | | |

