

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Drafting

EXAMPLE 1

PROFILE

A professional Draftsperson with a strong technical, project management and engineering background in residential and commercial construction projects. I have a passion for continuous improvement and like to methodically plan and prioritise to ensure project excellence.

I possess a solid working knowledge of AutoCAD software and experienced in complying with quality management systems, work practices and procedures relevant to design, and have over 10 years' Australian Residential drafting experience with comprehensive understanding of Australian Standards, National Construction Code (NCC) and ResCode.

CAREER OBJECTIVE

I am seeking to obtain a challenging AutoCAD Drafting position with a reputable consulting or building firm, where I can utilise my experience in designing complex structures and components and drafting techniques, whilst contributing to the overall success of the team.

SKILLS & ATTRIBUTES

- Demonstrated ability with 3D drafting packages, reproduction equipment to effectively design and produce drawings, specifications, manage documents and revision control
- Multitasking, exceptional organizational, time management and prioritising abilities
- Work efficiently autonomously or in a team environment, in order to produce the required output according to set schedules
- Strong verbal and written communication, can convey technical information to clients and colleagues effectively to collaborate with multidisciplinary teams and stakeholders
- Providing exceptional customer service to internal and external stakeholders including Volume Builders
- Attention to detail, committed to delivering accurate and high-quality designs and possess a strong aptitude for spatial visualization
- Positive, hardworking and proactive attitude, flexible and motivated individual with the ability to take advice and constructive criticism, as well as to offer it
- Advanced IT literacy including Microsoft Office, AutoCAD, drawing and design based computer applications
- Proven ability to read and interpret technical plans, produce accurate drawings and work quickly without compromising on quality
- Strong knowledge of mechanical engineering principles, techniques, and standards
- Analytical problem solver experienced in resolving complex commercial and technical challenges
- Conscientious and dependable with a strong focus on delivering results

Drafting

EXAMPLE 2

PROFILE

A highly organised, motivated and committed Senior Draftsperson with 15 years' mechanical & industrial experience in design, 3D modelling and drafting. Expertise in AutoCAD/Inventor and a high degree of electrical & mechanical aptitude. I hold an Associate Diploma in Engineering qualification and possess strong computer literacy.

Excellent communication skills with the ability to converse with technical and non-technical stakeholders, analyse data and make recommendations based on data. Motivated by being given extra responsibility, achieving goals and enjoying a collaborative team environment where I can make new friends and learn about different cultures.

CAREER OBJECTIVE

Seeking a challenging position as an AutoCAD Draftsperson in a dynamic industrial or consulting organisation where I can utilise my technical skills and experience in the field. Strong analytical thinking, technical aptitude, accuracy, attention to detail and creative problem-solving abilities. Expertise in design concepts, drafting techniques, knowledge of engineering principles, CAD software and latest technologies.

SKILLS & ATTRIBUTES

Management & Leadership

- Proven leadership qualities and ability to liaise and collaborate with people at all levels
- Effective leadership through mentoring and developing the technical capabilities of team members to ensure project capabilities are achieved in effective and timely manner
- Compliance checking drawings, drafting Standards enforcement, drawing set management, drafting reviews, attending design review meetings with clients, councils and authorities
- Promote and endorse an environment of continuous improvement

Technical & Operational

- Establish and develop effective practices and principles in line with national CAD frameworks when undertaking projects
- Proficient in application and interpretation of AutoCAD software packages, 12D, Solid Works, AutoCAD Inventor, Pro Engineering including other relevant tools and software systems
- Production of mechanical & industrial design and detail drawings/documentation, complying with a quality management system, work practices and procedures relevant to design
- Solid analytical thinking, technical aptitude, accuracy, attention to detail, and creative problem-solving
- Operating CAD, drafting and reproduction equipment, to effectively produce drawings and specifications
- Extensive knowledge of industry and regulatory Standards and Codes pertinent to the design and systems related to the projects

Communication & Interpersonal

- Goal oriented and resourceful, willingness to share knowledge to build technical capability
- High level verbal and written communication, including interpreting and communicating information of a more complex nature
- Self-management with proven ability to prioritise multiple deadlines and a reputation for conduct with high integrity and discretion