

# Mary Jones

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College Address:  
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**Objective:** To obtain a ten week cooperative work experience in the Computer Aided Drafting field.  
Available June – August 20xx

**Education:** Rochester Institute of Technology, Rochester, NY  
National Technical Institute for the Deaf  
Major: Computer Aided Drafting Technology  
Degree: Associate in Occupational Studies (expected May 20xx)  
GPA: 3.2/4.0

**Technical Skills:**

- Can create and edit 3-D computer models using Revit 2012
- Able to create and edit 2-D technical drawings using AutoCAD 2012
- Knowledgeable of Construction Methods & materials
- Can field measure existing conditions and create as-built models/drawings

**Software:**

- Revit Architecture 2012
- AutoCAD 2012
- Adobe Photoshop
- Microsoft Word/Excel/PowerPoint 2007

**Course Projects:**

- Peacock Ridge Condominiums: Constructed, as a team, a ten unit BIM condo project using Revit 2012
- Harbor View Offices: Constructed a BIM project of a three-story office building using Revit 2012
- Brown Residence: Constructed a BIM project of a two-story, 2600 sq. ft. light wood frame home using Revit 2012

**Work Experience:**

**Summer Staff Counselor** June to August 20xx

YMCA

Chicago, IL

- Developed a weekly schedule listing activities for each day
- Supervised recreational activities of students

**Stockroom Assistant**

March to August 20xx

Sears

Chicago, IL

- Kept stockroom clean and organized
- Moved merchandise from the stock room to the sales floor

**Awards/Activities:** Athlete of the Year, Roosevelt High School, 20xx; Intramural soccer; reading; hiking; snowboarding

**Employment**

**Advisor:**

Karen Downs, (585) 475-6483

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