

**KIM TRAN**  
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## SUMMARY

**Architectural Designer** with experience working in areas of design, manufacturing and installation. Build strong relationships with customers, vendors and sales, construction and manufacturing team to ensure accurate and timely completion of projects. Skilled in hand-drawing, computer-aided drawing (CAD), including specialized drafting (2D and 3D), and other state of the art technology and equipment. Demonstrate creativity, initiative, excellent written and verbal communication skills and team leadership in managing all details of project cycle.

## PROFESSIONAL EXPERIENCE

### Architectural Designer

May 20xx to Present

DentalEZ, Inc., Chicago, IL

- Design and edit manufacturing and installation drawings for dental laboratories with emphasis on lab casework and countertops
- Integrate design and manufacturing activities to achieve on-time delivery of projects
- Compare final quotations for completeness and accuracy and make needed corrections
- Inspect vendor supplied countertops for accuracy and conformance to specifications
- Communicate project requirements and timetables with customers, vendors, manufacturing and sales personnel

### CAD Technician

October 20xx to April 20xx

Landmark Structures, Wheaton, IL

- Operated computer-aided drafting (CAD) equipment or conventional drafting station to produce designs, working drawings, charts, forms and records
- Performed advanced and specialized drafting (2D and 3D) to support design activities
- Developed graphic presentations that included design features for collaboration with customers and team
- Coordinated with clients, engineers and fabrication and construction personnel to meet fabrication and constructability requirements
- Ensured work checked for completeness and accuracy standards were met

### Intern

May 20xx to September 20xx

Rode Welding Service, Elk Grove Village, IL

- Created CAD files and processed into CNC code for burning tables to cut required parts to meet customer specifications and shop fabrication needs
- Prepared packets to provide detailed instructions to be followed by shop floor to fabricate and produce products and services to customer specifications
- Interpreted customer specifications and produced hand drawn sketches on a daily basis
- Tracked and maintained Mill Test Reports for quality audit requirements

## EDUCATION

University of Illinois, Champaign, IL  
Bachelor of Science, Architectural Studies

May 20xx

Harper College, Palatine, IL  
Architectural Studies Coursework

September 20xx to May 20xx