

**KIM TRAN**  
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## **OBJECTIVE**

Seeking position as an **Architectural Designer** with focus on design and documentation for national and international projects

## **PROFESSIONAL EXPERIENCE**

### **Architectural Designer**

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**

20xx to 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 client, engineer, fabrication and construction personnel to meet fabrication and constructability requirements
- Ensured work checked for completeness and accuracy so that standards were met

### **Intern**

20xx to 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**

Harper College, Palatine, IL

Associate of Applied Science: Architectural Studies

May 20xx