

## Brenda Blueprint

Marinette, WI 54143

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### SUMMARY OF QUALIFICATIONS

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- Skilled at drafting and detailing; preparation of working drawings, final design, and presentation drawings
- Strong freehand skills
- Work well as part of a team and independently
- Knowledge of sustainable building principles
- Working knowledge of building mechanical systems
- Experienced with architectural design functions, space planning, 3D modeling, and drafting of designed construction documents

### TECHNICAL SKILLS

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- AutoCAD
- Revit Architecture 2023
- Solidworks
- Inventor
- Microsoft Office 2023
- Site Planning
- Estimating
- LEED for home rating system
- UDC Building Code
- IRC Building Code

### EDUCATION

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**Northeast Wisconsin Technical College**, Green Bay, WI

*Architectural Technology, Associate Degree*

*Cumulative GPA: 4.0*

May 2025

### EXPERIENCE

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#### **CAD Detailer**

May 2024 – Present

*Green Building Co.*, Green Bay, WI

- Provide high quality customer service and support
- Communicate with both dealer and internal sales representatives on multiple projects
- Interpret and organize client specification to produce drawings
- Produce 3D renderings of typical workstation
- Assist in creating standard, unique floor layout and furniture configurations
- Communicate effectively with team members
- Create and maintain standard library of panel materials for quick retrieval
- Extensive usage of both Imperial and Metric scales

#### **Team Member**

March 2022 – May 2024

*McDonald's*, Green Bay, WI

- Provided excellent customer service when taking orders in store and through the drive thru
- Accurately punched in orders and processed customer bills
- Performed cleaning duties, such as sweeping, mopping, wiping down equipment, and cleaning bathrooms
- Worked collaboratively with other team members to ensure customer satisfaction