

***Charlie W. Davis***

**320 Spencer Place**

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**636.477.2701**

**[Cwdlmdd@netscape.net](mailto:Cwdlmdd@netscape.net)**

Dear Selection Manager:

As a graduate from Mineral Area College with an Associate in Science Degree. My major was in Computer Aided Drafting. I took all of the drafting classes that were offered including one class on surveying and Topographical Map Drafting. I also took as many computer Classes as possible. I was taught Mechanical Design Drafting and 3D Modeling which included the drafting basics on a drafting table. One semester while working us as a group, we designed a school dormitory that would hold up to 100 students and meet the ADA Standards. The next semester we worked individually on drawing in the plumbing, HVAC, and electrical equipment for the dormitory building.

When drawing the plumbing, I put in the water pipe throughout the building connecting them to the fixtures and calculating the pipe sizes. In the Electrical I put in the lighting and all of the switches throughout the building. With the HVAC I calculated the duct sizes and installed the entire ductwork, vents, and air handlers.

Many of the drafting techniques were done on the computer using AutoCad R14 and APDesign. Graduating with a 3.14 GPA and I was taught how to use the following programs

- |                    |                  |
|--------------------|------------------|
| * APDesign         | * AutoCad R14    |
| * WordPerfect      | * FrontPage 2002 |
| * Microsoft Office | * HTML           |
| * Adobe Acrobat    | * XHTML          |

I also own most of the above-mentioned programs on my personal computer and continue to learn as much as I can about them. I am also learning XML and JavaScript Visual C++ program on my own and am studding for the A+ Exam and am hoping to continue my education by taking some night classes.

I am presently seeking employment and would like to be considered for any opening that you may have in your company now or in the future. You may also find a copy of my resume on the web site that I have designed [www.chaloracrafts.com](http://www.chaloracrafts.com) than click on the Contact Us page.

Respectfully yours,

Charlie Davis

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## Qualifications

- Dependable
- Self-Motivated
- Patient
- AutoCAD R14
- Currently Studying XHTML, JavaScript, C++ programming languages and studying for the A+ Exam
- Cadsoft
- Microsoft Office
- WordPerfect Office 2000
- Typing 30-35 WPM
- Adobe Acrobat

## Education

**Associate in Science Degree in Computer Drafting** with 9 credit hours of Auto Cad R14 training graduated May 2000 with 88 credit hours and a GPA of 3.14 at Mineral Area College in Park Hills MO.

**Certificate of Accomplishment:** Completed Training in "The Positive Alternative", the Ritz-Carlton model of Customer Service.

**Certificate of Completion:** Completed training on Internet Marketing Workshop.

**Certificate of Completion:** Completed training on SBC-DSL Training

## Goal

A full-time position in the Computer Drafting or Computer field.

## Work experience

### **Convergys**

Hazelwood MO

10/2003

Worked as Technical Support agent for SBC DSL assisting Individuals who are installing there DSL Internet Service. Where I was taught how to use many of the SBC Programs

### **Kinetic Solutions**

St. Louis MO

1/2001 -- 1/2002

Work with drawing of Wire Centers for various Telecommunications companies and performing Quality Control on the work that was done on the drawings. Using AutoCAD 2000 to Digitize and Data Capture the Fibers into the Wire Center maps.

### **Chalora Crafts**

St. Charles MO

8/1991 -- present

Manage, Manufacture and sell crafts

### **K-mart Corp.**

St. Charles MO

2/1988 -- 8/1991

Stocked shelf's and performed light maintenance

### **Kelley Service**

Lake St. Louis MO

1/1987 – 2/1988

Worked at various job sites through this company, the majority doing production work

### **C & E Security**

Des.Peres MO

4/1979 – 6/1986

Security, Operated a computer that controlled HVAC, and security for a large building, prepared weekly schedule and, replaced sick employees, monitored security cameras

**References Available Upon Request**