

Resume

William Edward Shields, Jr.
105 Nina Court
Ponte Vedra Beach, FL 32082
Home Phone: (904) 435-8394
Office Phone: (904) 241-1540
eFax: (327) 345-4257
Email: bill@scsjax.com

Objective

- Seeking opportunities that will help maximize your company's potential.

Education

- 1995-1996: ITT Technical Institute, Associate of Science Degree in Computer-Aided Drafting, Graduated December 4, 1996, cumulative grade point average 3.85
- 1990-1992: Florida Community College of Jacksonville, Associate of Arts Degree
- 1987-1989: Wolfson Senior High School, Graduated June 1989

Skills

- I have handled the civil engineering design process from start to finish for multiple commercial sites and residential subdivisions. I also worked directly with clients, surveyors, contractors and regulatory agencies throughout the process of review, permitting and construction.
- I have handled the Landscape and/or Tree Mitigation design/approval process for multiple commercial sites and residential subdivisions.
- Proficient in AutoCAD Land Development Desktop 2005 for Windows XP.
- Knowledgeable in Microsoft Office 2003 software applications.
- Capable of typing approximately 60 words per minute.
- Capable of performing physically demanding work related tasks and other duties.

Awards/Organizations

- Received Perfect Attendance Award six out of six quarters.
- Selected by ITT Technical Institute, Jacksonville, Florida for membership in the National Vocational-Technical Honor Society.
- Certified Member of the American Drafting and Design Association.
- Achieved Honors Status (G.P.A. of 3.5 -3.79) during quarter one.
- Achieved High Honors Status (G.P.A. of 3.8 or higher) throughout quarters two through six.

Employment History

- 05/00-Pres.: Shields CAD Services, self-employed: AutoCAD services for Civil Engineering, Architectural and Landscape Design fields.
- 09/97-05/00: St. Johns Engineering, Inc., full-time Civil Engineering Technician / Project Manager.
- 11/96-09/97: T.C.I. Construction Co., full-time commercial designer, specializing in Architectural/Structural sections and details.
- 05/96-10/96: Southeastern Ornamental Iron, part-time metal fabricator, working through school.
- 01/96-05/96: Mozzarella's American Cafe, part-time waiter, working through school.
- 05/92-01/96: Shields Financial, full-time ATM/Credit card merchant sales representative.
- 01/90-12/91: L&N Seafood, part-time waiter, working through school.

References

To whom it may concern:

Please be advised that Bill Shields of Shields CAD Services has been producing most of our landscape drawings and design for several years. Mr. Shields has consistently delivered a quality product, on time, and with minimal return mark-ups from local agencies. I highly recommend him for your CAD and landscape needs.

Mr. Henry A. Vorpe, Jr., PE
AVA Engineers, Inc.
9283 San Jose Boulevard
Jacksonville, FL 32257
(904) 730-3223

From commercial to residential, Bill Shields is one of the most accurate and economical outsourcing services for CAD work that I know of.

James Menge – Certified Landscape Designer
Landscape Design by James T. Menge
990 Hagler Drive
Neptune Beach, FL 32266
(904) 962-2548

Other references available upon request.