

Gretel S. Sims
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Career Objective: To effectively maintain a position with a well established organization where my skills can be utilized to further my career objectives while assisting the company in meeting their goals

Summary of Skills and Accomplishments:

- *Proficient in the following computer applications:* AutoCAD, Microsoft Office (PowerPoint, Word, Excel, Outlook), ReDoc1.0
- *Knowledgeable in the following computer applications:* HydroCAD...Used to model detention basins for storm water and routing design of various engineering projects while attending the University of Tennessee, Knoxville.
- Awarded the Oak Ridge National Laboratory sponsored National Science Foundation Scholarship for two years while maintaining a GPA of 3.0 at Pellissippi State Technical Community College
- Received a score of 99/100 percent on the Georgia Department of Transportation Engineering Qualification Examination

Education:

- *The University of Tennessee, Knoxville (2004-2008)*
Bachelor of Science
Civil Engineering, Concentration in Structural Engineering

Pellissippi State Technical Community College, Knoxville (2002-2004)
Associates of Science Degree
Mechanical Engineering

Structural Experience:

The design of a one story commercial building in Knoxville, TN

- Responsible for the design of beams, girders, and joists
- Corrected AutoCAD building drawings and assisted with other project drawings
- Construction/Cost Estimation of materials liaison
- Determined specification and aesthetic details for a cost efficient and visually appropriate structure

Employment History:

Project Manager-SoftCreatif Software Engineering & Web Development (2008-present)

- Creates and executes project work plans to meet changing needs and requirements
- Identifies resources needed and assigns individual responsibilities
- Manages day-to-day operational aspects of a project and scope
- Ensures project documents are complete, current, and stored appropriately

AutoCAD Drafter-The Tennessee Valley Authority (2005-2007)

- Responsible for reproducing plans and designs by utilizing AutoCAD programs and techniques
- Responsible for digitally updating design changes in a timely and cost efficient manner
- Checked completed drawings for possible errors
- Assisted with the training of entry level drafters

Customer Service Representative/Technical Support-Metron North America (2003-2005)

- Responded to over 100 calls daily from Direct TV customers requiring customer service
- Advised customers with technical support such as how to adjust equipment
- Scheduled appointments for service or installation

Organizations:

- Active Member, National Society of Women Engineers (SWE)
- Active Member, National Society of Black Engineers (NSBE)
- Scribe, Member, National Science Foundation (NSF)

References: upon request

