

JAVIER RODRIGUEZ

AUTOCAD DRAFTER AND DESIGNER

SUMMARY

As an **AutoCAD** drafter and designer with over 15 years of experience, I am enthusiastic about intensifying better ways that businesses engage with their audiences. My engaging designs have helped private sector and non-profit organizations achieve successful results.

CONTACT

C: 713.205.9838
A: 14023 BREEZY CYPRESS CREEK TRAIL
Z: CYPRESS, TX 77429
E: JFRODZ1@GMAIL.COM
P: JAVIRODZ.COM/PORTFOLIO
L: LINKEDIN.COM/IN/JAVI-RODZ

SKILLS

Languages

- English
- Spanish

AutoCAD 2020

- Drafting
- Architectural
- 2D/3D Design
- Electrical Design
- Lighting Design
- CAD Customization
- DWG Management

Microsoft Office Suite

- Excel
- Word
- Teams
- Outlook
- PowerPoint

Adobe Creative Suite

- Salesforce
- Customer Service
- Team Workshopping

Website Management

- Figma
- Web Fonts
- SEO Management
- Project Presentation
- Responsive Web Design

CERTIFICATES

- SharePoint
- Camtasia Studio
- HTML5 / CSS3 Intermediate

COVER LETTER

To Talent Acquisitions,

During my intermittent networking this past year, so many people have said that every drafting position is like all others, however as an **AutoCAD Drafter and Designer** for more than 15 years, the **AutoCAD Drafter** position posted on your website caught my attention as your company stands out from the rest. Design and innovation have always been my passion combining creativity with technology. Driving me to create engaging experiences throughout my **AutoCAD** career, creating model and layout templates that are informative and engaging. As one of the team leads for a development group for more than 10 years, this allowed me to use my strategic concepts for a modern design template. With this range of experience, I am motivated to demonstrate my energetic passion and expertise as part of your organization.

With a wealth of experience in AutoCAD drafting, 2D/3D design, isometric concepts, architectural drafting, and point-to-point electrical designs, I am also versed in the International Building Codes (IBC), fire protection codes (NFPA), and have a strong understanding of access control design, as well as commercial hood systems.

- 2D/3D Design was initiated with a semester of board work, leading to computer-aided designs.
- Isometric concepts like special relations, turned 2D flat layouts into 3-dimensional creations.
- Architectural drafting was presented as one of the main elements that included DWG Management.
- Point-to-point low-voltage electrical design was a daily practice while designing fire alarm systems.
- IBC and NFPA greatly impacted my fire code and fire protection plan review since 2007.
- CAD Customization involved managing the PGP file within AutoCAD for quick shortcut key sequences.

My colleagues will express the same as my proven history of delivering results in **AutoCAD** as well as other creative productions. A directive from upper management awarded my own personal **AutoCAD** license, for use during special project design assignments. I have also created branded customer support templates that assisted the plan review submittal process, instructional posts, and flyers for disaster recovery events. As a team leader in the Express Permits Group, I developed a consistent set of application and application templates for Harris County constituents' use during the submittal initiation, highlighting my leadership skills, project planning, and design competency.

My background in **AutoCAD** drafting and design, creative digital content marketing, and positively engaging team management skills, make me an ideal candidate for this position. I have been recognized by my peers and leadership for my ability to acclimate to new environments, tackle challenges with ease, and build a successful productive team. I have honed my team management skills in the past, collectively for 8 years, creating a sense of unity and helping managers to build stronger, more positive, and effective teams. I am confident that my experience, administration skills, and passion for creative design would make me an asset to your organization.

I would love the opportunity to share my qualifications with your interview team in more detail. Please find my attached resume and feel free to contact me to arrange a formal interview. I am eager to join your team and take on new challenges that will drive my career forward.

Sincerely,



Javier Rodriguez

JAVIER RODRIGUEZ

AUTOCAD DRAFTER AND DESIGNER

SUMMARY

As an **AutoCAD** drafter and designer with over 15 years of experience, I am enthusiastic about intensifying better ways that businesses engage with their audiences. My engaging designs have helped private sector and non-profit organizations achieve successful results.

CONTACT

C: 713.205.9838
A: 14023 BREEZY CYPRESS CREEK TRAIL
Z: CYPRESS, TX 77429
E: JFRODZ1@GMAIL.COM
P: JAVIRODZ.COM/PORTFOLIO
L: LINKEDIN.COM/IN/JAVI-RODZ

SKILLS

Languages

- English
- Spanish

AutoCAD 2020

- Drafting
- Architectural
- 2D/3D Design
- Electrical Design
- Lighting Design
- CAD Customization
- DWG Management

Microsoft Office Suite

- Excel
- Word
- Teams
- Outlook
- PowerPoint

Adobe Creative Suite

- Salesforce
- Customer Service
- Team Workshopping

Website Management

- Figma
- Web Fonts
- SEO Management
- Project Presentation
- Responsive Web Design

CERTIFICATES

- SharePoint
- Camtasia Studio
- HTML5 / CSS3 Intermediate

EXPERIENCE

Freelance Content Marketer | JaviRodz.com

03/2021 – Present

- Designed **AutoCAD** floor plans for home remodels that saved up to 35% on materials and labor.
- Designed new **AutoCAD** patio design plans taking strong consideration of local jurisdictional.
- Designed a social media campaign to promote products intended to increase followers by 20 times.

Communications Webmaster | Harris County Flood Control

03/2017 – 03/2021

- Designed **2D AutoCAD** layouts referencing ADA, NFPA, and occupancy for HC community centers.
- Designed more than 80 **AutoCAD** event layouts during the Bond Community Engagement Meetings.
- Collaborated with a skilled team to design the new Harris County Flood Control District's website.
- Created a Standard Operating Procedures (SOP) Handbook for new team members' processes.

Communications Webmaster | Harris County Engineering

11/2012 – 03/2017

- Designed individualized **AutoCAD** layouts for the Special Projects group for proper building signage.
- Revamped the **AutoCAD** templates and documentation for patrons reducing paper and review time.
- **AutoCAD** design of the HCED HHW facility for directional traffic flow of delivered hazardous materials.

Express Permits Assistant Manager | Harris County Engineering

11/2010 – 11/2012

- Maintained the **AutoCAD** drawings for Fire Code Division and Civil Review Group plans.
- Collaborated with Express Permits Manager to empower positive team cohesion among my colleagues.
- Partnered with the Express Permits Manager to perform performance evaluations and interviews.

Fire Protection Plan Reviewer | Harris County Engineering

10/2009 – 11/2010

- Managed the **AutoCAD** drawings for the Fire Code Review Division and Civil Review Group.
- Reviewed **AutoCAD** Fire Alarm plans per NFPA 72, Sprinkler plans, Hood, and Access Control plans.
- **AutoCAD** design of the Harris County Mobile Permits truck with mobile permitting assistance stations.
- Spearheaded the first-ever Fire Protection section E-Review concept, now called "E-Permits".

Fire Code Plan Reviewer | Harris County Engineering

10/2007 – 10/2009

- Reviewed AutoCAD Fire Code paper plans, applying the IBC and Fire & Life Safety Codes.
- Assisted the Fire Protection Lead by reviewing Fire Alarm, Access Control, and Hood System plans.
- IT Support intermittently for Harris County Fire Code and the Fire Protection Review departments.

New Construction Assistant Coordinator | Fire Safe Protection Services

12/2003 – 09/2007

- Managed a team of more than 40 field installers with strategic planning to deliver within tight deadlines.
- Certified the completion and accuracy of final documentation for critical facilities projects.
- Coordinated and managed Fire Marshal inspections for both local jurisdictions.
- Boosted productivity and efficiency by training and coaching ten Sales personnel on a new CRM system.

Fire Alarm Drafter and Designer | Fire Safe Protection Services

12/1999 – 12/2003

- Redesigned AutoCAD One-line diagram as-builts to reflect low-voltage Fire Alarm system installations.
- Created concise Owners Manuals and Standard Operating Procedures (O&M SOPs) for proper guidance.
- Collaborated with the HR Manager, managing personnel records, data reconciliations, and policies.
- Integrated the company's distinctive logo into plans and documents, reinforcing brand standards.

EDUCATION

Associate's Degree | ITT Technical Institute-West Houston

09/1994 – 05/1996

- **Associate's Degree** in Applied Sciences and Computer-Aided Drafting and Design
- Two-year degree program focused on technical and practical training and education emphasizing career-oriented applications with strong regard to science, technology, math, business fundamentals, architectural drafting, and design skills pursued by architectural and engineering firms.

University of Houston – Central Campus

09/1993 – 05/1994

- General studies in History, English Honors, Math, and Psychology.

REFERENCES

Herman Sanders	HCFCDC Communications Specialist	832.386.5882
Elizabeth Walters	HCFCDC Communications Manager	832.233.8423
Robert Lazaro	HCFCDC Communications PIO	281.686.3003