

AMIRA SOFER

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OBJECTIVES

To obtain a position of responsibility that employs my skills as a CAD operator as well as my ability to work with people and utilize resources.

EXPERIENCE

Nov. 2007-Present **Memarie and Associates** Saratoga, CA
CAD Operator,

- Utilized AutoCad to produce documents throughout the entire process. From schematic design, through design development, to complete construction documents.
- Communicated and worked closely with the project's architect through extensive redline revisions.
- Worked from sketches, notes, and other input materials.
- Acted as a sounding board, and contributed to problem solving during the design development phase.
- Plotting of documents.
- Worked with city planning departments.
- Worked in the field obtaining data.

2003-2007 **Design and Construction** Sunnyvale, CA
CAD Operator, Job Captain, Office Manager

- Utilized AutoCad to produce documents throughout the entire process. From schematic design, through design development, to complete construction documents.
- Communicated and worked closely with the project's architect through extensive redline revisions.
- Worked from sketches, notes, and other input materials.
- Acted as a sounding board, and contributed to problem solving during the design development phase.
- Managed all of the plotting of documents.
- Acted as a liaison to County departments throughout the permitting process.
- Research, including locating documents in the files and microfiche of various county departments.

