

# RESUME

## Ann M. Mayer Computer Aided Design Group Leader

As a computer aided design employee I have worked as CAD Group Leader for Diversified Design Services for the past three and a half years. I work with the Engineers of my company to meet your current and future telecommunications needs.

### RELEVANT PROJECTS

General Motors Corporation  
All projects requiring Computer Aided Design software  
As-Built Projects  
Project Documentation and Backups

### YEARS OF EXPERIENCE

Seventeen

### EDUCATION/CERTIFICATIONS

Associates Degree in Drafting and Design Technology  
Wallace State College 9/89 -8/91

AutoCAD Release, 11, 12, 13, 14, 2000, 2000I, 2002, 2005 and 2006

Visio Professional 2003 – Level 1

Excel 2000 – Fundamentals

Microsoft Office

Raster CAD

Windows 98 and Windows XP

NT Work Station

Working knowledge of GM Layer Builder & GM Auditor Programs

### GM Facilities

I have worked on approximately 750 GM projects, including Manufacturing Buildings, Office/Research and Development Labs and Materials Warehouses. These were comprised of new designs and As-Built projects.

My duties as computer aided design group leader include assigning projects to other computer aided design employees, checking and reviewing all AutoCAD work before the project is returned to the engineer and the archiving of all projects.

Project start up includes running the GM Auditor on all customer files to verify the files meet WFG Standards before project is started. This GM Auditor program follows the current American Institute of Architects (AIA). It is my responsibility to setup all drawings that are needed for the specific project, including the creation of layers, symbols, notes and dimensioning styles.

Once the project is set up I will use the design markups given to me by the engineer to create the design using AutoCAD. When following the WFG Standards for General Motors a different file is created for each part of the drawing then overlaid in model space according to WFG Standards. When creating drawing files to WFG Standards you must use the GM Layer Builder program along with the GM Auditor. These programs work together to create a drawing file that meets the GM WFG drawing standards.

When the project is completed, it is also necessary to provide the Audit forms that show the drawings have passed the audit, along with the WFG forms required for Final delivery to the customer.

### Chrysler Facilities

I have worked on approximately 20 Chrysler projects, including As-Built. My duties included project start up, the setup of all AutoCAD drawings needed for the specific project including set up of layers, dimensioning, notes and symbols. Once the project is set up I will use the design markups given to me by the engineer to create the drawings using AutoCAD. The Chrysler process is to deliver all final drawings in MicroStation. Once the files are completed in AutoCAD we open the files in MicroStation and convert them from AutoCAD to MicroStation for final delivery to the customer.

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### **Other Projects**

My duties included project start up, the setup of all CAD drawings needed for the specific project including set up of layers, dimensioning, notes and symbols. Once the project is set up I will use the design markups given to me by the engineer to CAD the design. A short list of these projects include Ford Field Stadium Detroit, Detroit Metro Airport, Lincoln NE Airport, Detroit Public Schools, Chicagoland Raceway, ANR Pipeline and Sprint/Nextel.

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### **Professional Experience**

#### **Description of work Responsibilities**

Primary responsibility is to assist the systems engineers and to remain current with the standards of the American Institute of Architects (AIA), used in all current and future Diversified Design Projects. It is my responsibility to manage the AutoCAD work load for all diversified Design Services Projects. I prepare the drawings from designs provided by the System engineers for the successful implementation of all telecommunications infrastructure design projects as well as the As-Built documentation packages with the basic technical understanding of communications systems and testing methodology. Also responsible to provide Support before, during and post Design Cycle.

#### **Computer Aided Design Group Leader**

Diversified Design Services (2005 –Present)

#### **Computer Aided Design Group Leader**

Motor City Electric Technologies, Inc. (2002 January -2005 May)

#### **Computer Aided Design Group Leader**

Clower Technologies, Inc. (1999 July -2001 December)

#### **Description of work Responsibilities**

Primary responsibility was computer aided design employee and assistant project leader for all Clower Technologies/General Motors account projects. These consisted of LAN/WAN logical and detailed drawings. Responsible for the Creation and development of the General Motors Standards used in the 3498 project. Other projects included ANR Pipeline, Telxon , Data, Audio-Video and Access Control projects.

#### **Computer Aided Design Employee**

Think Path, Inc. (1993 July -1999 July)