

JAMIE J.C. MAKIN

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SUMMARY

Versatile team member with extensive drafting and design experience, additional experience in technical writing and training. Recent college education in the areas of software development, object-oriented programming, database design, networking, security, technical writing, project management, business management, and leadership. Passionate about technology, lifelong learning, and sharing of knowledge.

SKILLS & EXPERTISE

AutoCAD • Vector Graphics • Architectural Design and Detailing • Prefabrication • Quality Control
Web Design • WordPress • Object-Oriented Programming • Database Design • Excel/VBA Programming
Technical Writing • Technical Editing • Video Editing • Email Marketing

EXPERIENCE

KREIDER WEB, LLC | Northampton, PA

Freelance Designer

2018 – Present

Created shop and permit drawings in AutoCAD for commercial construction projects:

- Shop drawings for NYC construction projects (exterior walls and soffits)
- Permit drawings for grocery store retrofits for order pickup areas and Starbucks kiosks

Website designer (WordPress), graphic artist, and event volunteer:

- WordCamp Lehigh Valley 2018 - <https://2018.lehighvalley.wordcamp.org>
- WordCamp Lehigh Valley 2019 - <https://2019.lehighvalley.wordcamp.org>

EASTERN EXTERIOR WALL SYSTEMS | Allentown, PA

Designer / Quality Control Tech / Marketing Assistant

2014 – Present

Designer / Quality Control Tech / Trainer / Team Leader

1999 – 2011

Design and draft detailed drawings for prefabricated exterior wall panels for large commercial building projects. Ensure the accuracy and completeness of detailed fabrication drawings produced by other drafters and designers in AutoCAD and Revit.

- Apply experience and knowledge of prefabricated wall design to prevent drafting and design errors from reaching production
- Monitor production, release, and distribution of drawings to ensure adherence to project schedules
- Assist marketing team by executing email campaigns via Constant Contact, performing data collection and management for potential new projects, and content writing for redesigned company website
- Enhance Excel spreadsheets using VBA scripting to simplify weekly time sheets, meeting minutes, and project profile reports
- Design and draft fabrication and layout drawings for all phases of project work including shop drawings, panel sketches, and tickets
- Wrote and illustrated two technical manuals documenting company standards and best practices
- Led internal project teams of three to six drafters and coordinated work with architects, suppliers, production facilities, and field crews
- Trained new drafters and designers in prefabricated wall design and construction

Wawa, Inc | Media, PA

Retail Floor Planner

2011 – 2014

Optimized store shelving layouts, category allocations, and food service equipment layout based on financial analysis, store management feedback, fire codes, and ADA requirements for a regional chain of 650+ convenience stores

- Produced detailed drawings of shelving and food service equipment layouts in AutoCAD to meet individual stores' needs
- Monitored the progress of two other Floor Planners to ensure adherence to project specifications and schedules
- Developed department drafting standards, wrote and illustrated standards manual, trained other Floor Planners on its use
- Collaborated cross-functionally with Marketing, Field Merchandising, Operations Engineering, Facilities, and external architects

EDUCATION

UC SAN DIEGO EXTENSION | San Diego, CA

Professional Certificate, Technical Communications (In Progress)

Coursework to-date: Technical Communications I, Basics of Technical Editing

WESTERN GOVERNORS UNIVERSITY | Salt Lake City, UT

Bachelor of Science, Information Technology

Academic Emphasis: Software Development

RARITAN VALLEY COMMUNITY COLLEGE | Branchburg, NJ

Associate of Applied Science, Mechanical Design Technology

Honors & Activities: Phi Theta Kappa, Class Valedictorian

CERTIFICATONS

Oracle Certified Associate – Java SE 8

CIW JavaScript Specialist

CompTIA Security+

CompTIA Network+

CompTIA A+