

**Karen Zell**  
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**SUMMARY:**

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I am very detail oriented, and a fast learner and have accomplished many diverse tasks  
I have experience in the field resolving issues that arise.  
My experience also includes organizing and developing procedures to improve the processes

**SKILLS:**

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- Auto-CAD 14, 2000, 2000LT, 2004, 2005, 2006, 2007, 2008, 2009
- Computer operations, including Word Perfect, Excel and Windows, Outlook express, Photoshop
- minimal skills in ArcGIS, Revit, Soft plan
- Excellent organizational skills, including time management, dividing work schedules, implementing procedures, meeting deadlines
- Excellent product planning, designing and constructing of form, space and ambience that reflect functional, technical, social, environmental, and aesthetic considerations.

**EDUCATION & CREDENTIALS**

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- Technical Trades Institute, Colorado Springs, CO  
Associates Degree in Architectural Drafting 1998-1999

**WORK EXPERIENCE**

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**Imagery Technician:** Sanborn, Colo Spgs., CO August 2010-Current

- Perform digital orthophoto processing, graphics, and quality control
- Prepare orthophoto images from aerial photographs, survey data, and compilation data

**EMP Drafter:** B&H Engineers, Colo. Spgs., CO July 2009-Current

- Create Electrical layouts, schedules, circuit panels for various commercial projects
- Create Plumbing layouts, schedules, water & sewer isometrics
- Correct Mechanical redlined drawings, Heat calculations

**Architectural Drafter/Designer:** Parma CAD Services, Colo. Spgs., CO Jan. 2007-Aug. 2010

- Revise and redline custom plans
- Create full set of construction documents for approval with the city of Colorado Springs and Aspen building departments
- Tenant finish, As built,
- Hillside site plan creation
- Office manager, run all aspects of office

**Architectural Drafter:** Rexroad A.P.G. Colo. Spgs., CO December 2006-January 2007  
*Temporary position* August 2010-September 2010

- Revise and redraw buildings being surveyed and redesigned at Ramstein air base, Kaiserslautern, Germany
- Revise and redraw buildings being surveyed and redesigned at Alconbury air base in Cambridgeshire, England

**Value Engineer:** Gordon Construction Colo. Spgs., CO September 2006-December 2006  
*Temporary position*

- Revise and redline custom and master plans
- Worked directly with field personnel to resolve design problems and make plans more cost effective

**Architectural Drafter/Designer:** S & S Homes, Colo. Spgs., CO May 2005-May 2006

- Revise and redline custom and master plans
- Worked directly with field personnel to resolve design problems & create solutions
- Worked closely with Architectural committees for development of new plans in new areas
- Responsible for working directly with Structural & truss Engineers to create new designs
- Design, create & submit new residential custom and master plans for approval
- Hillside & standard lot site plan creation, lot fits, and marketing black lines

**Architectural Drafter/Designer:** Vantage Homes Inc., Colo. Spgs., CO June 2000-May 2005

- Revise and redline custom and master plans
- Created and implemented procedures
- Worked directly with field personnel & trades to resolve problems & create solutions
- Worked closely with Architectural committees for development of new plans in new areas
- Responsible for working directly with Civil Engineers, Structural Engineers, Truss Engineers to create new designs, create & submit new residential custom and master plans for from site plan to final Regional Building Department approval
- Hillside & standard lot site plan creation, lot fits, and marketing black lines

**Architectural Drafter/ Designer:** Colorado. Designs, WdInd. Park, CO July 1999 □ June 2000

- Designing custom homes for clients
- Coordinating pre-structural sets of blue prints for approval with clients

**Office Coordinator:** Ambassador Chem-Dry, Colorado Springs, CO Jan. 1998 □ June 2000

- Coordinate schedules for field personnel, Carpet cleaning, Customer service, Supervise and train personnel, Data entry, Compiling databases, Designs for advertising