

**Thomas Houck
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SPECIFIC SKILLS

- Windows95™ and Windows98™, Windows NT™, Windows XP™, Windows Vista™ and Macintosh™ Platforms
- AutoCAD™ Release 12 [DOS Version and Windows Version], AutoCAD™ Release 13 and 14 Windows Versions, AutoCAD™ 2000, 2000i, MicroStation "J" and Version 8
- CorelDraw™ Versions 5.0-13.0, CorelPaint™ Versions 5.0-13.0, Corel Web.Design™, Corel Word Perfect™, Corel Bryce 4.0 and 5.0, Learning Adobe Illustrator and PhotoShop
- Microsoft PowerPoint™, Microsoft Word™, Microsoft Excel™, Microsoft Outlook™
- Diehl Graphsoft MiniCAD™, FrameMaker™, ClarisDraw™, Visio Professional 5.0®, Adobe Acrobat®/Writer, Netscape Composer
- Graphics/Visual Arts, Computers/Computer Art, Layout/Logo Designs, Advertisement Layout Designs, Newspaper Advertisement Layout and Artwork
- Fine Arts Oil and Acrylic Painting, Textile Screen-Printing. Excellent Working Knowledge of Scanning Requirements and Practices
- Working Knowledge of Military Standards, Mil-Spec Hardware and Best Commercial Practices
- 3D Modeling Strength for Computer Aided Design/Drafting [CADD] and Isometric Drawing Strength in 2D Format
- Knowledge and Skill Operating Digital Cameras and Manipulation of Digital Images

EDUCATION

- Northern Virginia Community College, Annandale, Virginia
Currently enrolled in the Fine Arts program. GPA 3.6
Completed 36 credit hours in the Fine Arts degree program and currently studying Computer Graphics
- Broome Community College, Binghamton, New York
Computer Graphics-CADD 200 [ComputerVision™]
- State University Agricultural and Technical College, Delhi, New York
Design/Drafting Mechanical/Electro-Mechanical Associate's Degree

EXPERIENCE

Graphics Coordinator/ Bid Proposal Marketing Group

M.C. Dean, Inc.

Chantilly, Virginia [Current]

Responsible for Design and Control of Graphics, Design of Proposal Covers, Creation of Graphics Style and Standardization, Printing, Organization of Graphics Library and Responding to Graphics Creation in Direct Response to RFP Requirements. Responsible for Procurement of Quotes and Scheduling for Printing/Production of Graphics Jobs. Responsible for Graphically Supporting Marketing.

Project Coordinator

Southland Industries (Project Contract)

Sterling, Virginia [January 2002- June 2004]

Responsible for Coordination of Drawing Production and Compliance to Standards set by the PenRen Project. Responsible for Development and Tracking Documentation used to Report Drawing Production Status. Insure Drawing Production and Trouble Shooting of Plotting/Printing Issues. Drawings Produced in Bentley MicroStation and AutoCAD 2000i.

Manager, Graphics and Web Design

Cable & Wireless USA

Reston, Virginia [November 1998- July 2001]

Responsible for composition/documentation of technical graphics used in Statement of Work, Design Documents, Deployment Plan Documents and Application Standard Documents. Also Created Corporate Presentations for Company Executives. Managed Corporate Intranet and Internet WebPages. Responsible for Creation/Layout, Organization and Document Control of Graphics used by Engineers, and Technical Writers. Single-Point-of-Contact and responsible for Internet Backbone maps on Cable & Wireless web site <http://www.cw.com>. Delegate graphics work to junior members of Graphics Design Group. Serve as Liaison between Graphics Group and Marketing/Corporate Communications. Oversee Publication of Documents to the Intranet/Internet and Inclusion into other Distributable Formats. Use AutoCAD™ Rel. 14 and AutoCAD™ 2000, Corel Draw™ Version 8, 9 & 10, Visio™, Microsoft Word™ and Microsoft PowerPoint™ and Adobe® Acrobat™ Writer.

§ Recipient of the Cable & Wireless 'Global Star Award' for Performance and Excellence as well as two Performance Awards.

Mechanical Engineering Design Consultant

Titan Corporation (Project Contract)

Reston, Virginia [March 1998- November 1998]

Designed and implement designs for portable field computers/network hubs used for military, commercial and private applications. Dealt with all Mechanical aspects of several families of this product line. Assisted in development of

organization, assignment and supervision of tasks to team members. Worked with AutoCAD™ Release 14 for Windows95™

Design Drafter

Management Technologies International (Project Contract)

Chantilly, Virginia [January 1998- March 1998]

Generated detail and assembly drawings and electrical/schematic diagrams for various testers built for Department of Defense contracts. Used AutoCAD™ Release 12. Working knowledge of AutoCAD™ Release 12 on Windows platform and DOS Environment.

Design Drafter

VSE Corporation (Project Contract)

Alexandria, Virginia [November 1997- January 1998]

Generated detail drawings/assemblies and electrical schematic diagrams for Department of Defense contracts. Used AutoCAD™ Release 14.

Graphics Specialist

Pulse Communications, Inc. (Project Contract)

Herndon, Virginia [February 1997- October 1997]

Designed and composed graphics for technical documentation used in training and service repair manuals written by Technical Writers. Used MiniCAD™, FrameMaker™, ClarisDraw™, Adobe Acrobat™ and Adobe Illustrator™.

Design Drafter/Graphics Specialist

Hughes Training, Inc.

Herndon, Virginia [July 1989- February 1997]

Assisted Graphic Designer with preparation of marketing proposals for various Department of Defense contract bids and contracts. Produced transparency overhead slides as well as book-format proposals. Designed and generated artwork for signage used in-house and on trainers/simulators. Designed/drafted work related to Flight Trainers/Simulators for Department of Defense contracts. Worked on Windows™ Platform with AutoCAD™ Release 12 and 13 Windows95™ operating system.

Design Drafter

Bendix Engine Products

Jacksonville, Florida [March 1988- July 1989]

Generated surface CADD Models used with technical briefings for Department of Defense contracts. Responsible for design layout and detail drawings required to build Flight Control Grips for various Department of Defense contracts. Performed work on IBM CADAM™ platform. Assigned and supervised tasks delegated to more junior Drafters.

Design Drafter/Graphics Specialist

Allied Amphenol/Bendix Connector Operations

Sidney, New York [September 1981- July 1986]

Designed, produced drawings of, constructed, and installed various safety/instruction signs and decals for electrical-connector test equipment produced in test-equipment prototype lab. Piloted these projects, using 3M™ decal products. Responsible for design layout and detail drawings required to build electrical test equipment used for inspection of EMI Filter Connectors.

Test Lab Technician

Amphenol, Ltd.

Whitstable, Kent, England [May 1985- October 1985]

Initiated the Amphenol Employee Exchange Program and represented the Sidney, New York plant in the United Kingdom. Worked in the Test Equipment Lab, testing EMI Filter Connectors and various other family connectors to Ministry of Defense specifications.

Drafter/Graphics Specialist

Sperry New Holland

New Holland, Pennsylvania [September 1978- September 1981]

Worked with the Art Director to design and produce all informational, safety, and branding labels and decals required on all Sperry New Holland farm machinery products. Responsible for detail drawings, assembly drawings and experimental layouts for Engineers.

PORTFOLIO

Portfolios of my technical work and artistic/graphics work are available upon request. The portfolios were composed in Microsoft® PowerPoint™. Either file is available by email or download from web site below.

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