

Diane Hauer

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Summary of qualifications

1991 - 2002

CAD Supervisor, AutoCAD Instructor, Technical Support Provider, Designer, Drafter/Detailer, Web Developer

- Eleven years experience using AutoCAD. Fluent with AutoCAD release 9-2000i. Four months Experience using SDRC Ideas, Recent experience with SolidWorks 2001 and 2001+.
- Trained Clients in AutoCAD 14-2000i Level 1, Level 2, Update, Plotting, and 3D courses, as well as AutoCAD LT98 - LT2000i. Certified AutoCAD Instructor
- Trained in-house personnel in the use of AutoCAD, SolidWorks, Basic SDRC Ideas (Modeler), NFM3 (ADEPT) by Synergis, and general computer operations.
- Managed CAD systems Software/Hardware as well as project information.
- Designed Product assembly fixtures, Gages, Machine Tooling, Sheet metal, Conveyors, Hoppers, Surgical Needles, Schematics, various mechanical motor components, and Hotels.
- Capable of running complex drafting projects that require delegation and communication with all parties.

Professional experience

2001 - Present inTEST Corporation Cherry Hill, NJ

CAD Supervisor

- Manage a Department of 5 individuals.
- Set-up and control NFM3/ADEPT documentation control software for all sites.
- Manage AutoCAD software for Corporate Office. Advise and Support all other global sites.
- Corporate CAD Liaison for inTEST Sites, Vendors, and Machine shops.
- Ensure that documentation is accurate and remains up to date.
- Training Personnel in NFM3 (ADEPT), AutoCAD, and SolidWorks.
- First – Aid Officer, Developed protocols and conducted onsite training to members of the First Response Team. Training was supplied to all company personnel.

1999 - 2001 CADD Microsystems Inc. Alexandria, VA

Senior AutoCAD Instructor / Telephone Technical Support Engineer

- Provided quality training in-house and on-site,
- Provided customized client services, Design work, Issue resolution as well as Customized Training
- Provided quality and efficient Telephone Technical Support
- Created and maintained student and instructor training course outlines as well as sales course outlines
- Training computer management (system maintenance) including set-up for NT and Windows 98 Machines.
- Evaluated and recommended courseware for standard training courses (AOTC and/or ACC)
- Worked closely with Training Coordinator to contribute ideas and suggestions for increasing student registration, classroom appearance & environment, sales tools, and overall training related topics

1998 - 1999 XRAM McClean, VA

Web Developer and Technical Support for ISP

- ISP Technical support for ponet.net. Assisted Customers with configuring they're systems
- Designed PONET.NET web site using FrontPage and HTML, as well as individual pages for various sites.
- Set-up up Dial-up accounts and POP3 accounts

1998 - 1998 SuprTek McClean, VA

Contract Y2K Inventory Specialist for US Navy/Marines

- Traveled extensively to US Naval/Marine Medical and Dental Sites in VA, MD, NC, SC, WA, and CA. Utilized Tivoli Software (Developed by IBM) to gather information to assist in the militaries 100% Y2K compliance.
- Required to lead a team of up to fifteen members with multiple tasks at several different facilities and Bases at any given point in time.
- Utilized Networking skills to install and operate the Tivoli Software to be automatically deployed to each user station. Each computer was then scanned and the data was collected and sent to headquarters in Bethesda, MA to be placed in their database.

1996 - 1998 Southco Inc. Honeoye Falls, NY

CAD Draftsperson/Designer

- Assigned to Design Product Assembly Fixtures, Gages, and Machine Tooling. Utilized AutoCAD 12-14
- Maintained AutoCAD Machines in Engineering, Tool room, and on the Production Floor
- Team Leader for Set-up Sheet Upgrade (Moving into a Paperless System) to meet ISO 9001 Standards
- Worked to streamline the ISO 9001 Standards to provide a cleaner flow of operations.
- Responsible for assigning drafting jobs to College Co-op's and High School interns
- Trained Tool Room and Engineering Personnel to utilize AutoCAD. Also performed Basic instruction on generating Solid models in SDRC Ideas.

1996 - 1996 R.I.P. Member I.M.C. Rochester, NY

Layout Designer/Drafter

- Layout Design drafting of conveyors and hoppers for KLUG, a company dedicated to the design of Glass Manufacture Facilities.
- Worked with main team of six people
- Head of Layout Design for two Sub-teams. Responsible for supplying work to three detailers.

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1994 - 1995 American Medical Instruments New Bedford, MA

Documentation Control Manager/Drafter

- Drafted/Designed Surgical needles for Human and Animals, made engineering changes to meet all documents.
- Developed, Designed and Implemented the company tracking system including Part numbering and document control standards to meet FDA regulations.
- Generated Job Orders for manufacturing operation.
- Worked with upper management with The Marmon Group to meet with their standards.
- Organized Stock of all Raw material, Work in progress, and Finished goods.

Education

1991 - 1993 Camden County College Blackwood, NJ

A.A.S. CADD/CAM Technologies

1993 - 1995 Rhode Island College Providence, RI

Industrial Engineering Coursework

**Volunteer
experience**

- Certified NYS EMT-B. Member of Castleton, NY Volunteer Ambulance Corp.
- Member ICISF, International Critical Incident Stress Foundation.
- Certified American Red Cross Emergency Responder.
- Certified American Red Cross Instructor.