

Miles Sandoval
605 Sedona Meadows Dr NE
Rio Rancho NM, 87144
(505)382-8168
msandoval787@gmail.com

SKILLS

Technical Skills:

- AutoCAD
- Solidworks
- Adobe Photoshop
- Adobe Illustrator
- Revit
- Architectural Desktop
- 3D Studio Viz
- Civil 3D
- Autodesk 3D Max
- Inventor

Soft Skills:

- MS Office
- MS Project
- MS Word
- Excel
- Powerpoint
- Officemate
- Innovations
- Made 2 Manage

EDUCATION

St. Pius X High School Albuquerque, NM
Graduated: May 2007
High School Diploma

ITT Technical Institute Albuquerque, NM
Associates Degree of Applied Science, Computer Drafting and Design
Graduated: June 2011
GPA 3.5

WORK EXPERIENCE

Lencrafters Jul/2007 – Sept/2012 Albuquerque, NM
Lab Technician

- Certified in machinery maintenance (Lab equipment)
- Lab Technician certified in making lenses

- Certified in Surfacing Lenses
- Certified in Finishing Lenses
- Certified in Lensometry (Reading lens prescriptions)
- Optical sales and customer service
- Dispense glasses and efficient in frame adjustments

Legal Shield Services Inc. Sept/2008 – Jan/2012 Albuquerque, NM

Independent Associate

- Sales and Promoting
- Network Marketing
- Group Benefits
- Recruiting new associates
- Training new associates

Eyemart Express Sept/2012 – May/2016 Albuquerque, NM

Lab Manager

- Management skills with full control of an optical laboratory
- Certified in repair maintenance on all machines and electrical repairs
- Monitor job flow of lab work and entire store
- Order supplies and repair supplies included with a monitored budget
- Lab work is done on a timely matter consisting of time based completion
- Yearly inventory accountability
- In charge of hiring new technicians
- Optical sales and customer service
- Dispense glasses and efficient in frame adjustments

Advanced Optometric Concepts May/2016 – Oct/2016 Bernalillo, NM

Lab Manager

- Manage an entire optical laboratory
- Fabricate glasses surface and finish
- Check out finished jobs to optical standards
- Maintain all maintenance on machines daily and are calibrated
- Maintain all electrical repairs on all machines
- Control inventory by ordering and removing lenses from computer system
- Monthly inventory reports
- Reconcile all lab bills monthly
- Keep invoices organized
- Manage lab billing statements
- Report lab expenses every month
- End of day daily reports completed for orders and sales
- Assist in optical sales and customer service
- Dispense glasses and efficient in frame adjustments

- Place job orders and take payments
- Help schedule appointments for patients

Adwelling Design

Oct/2016 – Jun/2017

Albuquerque, NM

Drafting and Design

- Residential and Commercial drafting
- New home and custom home design
- Additions/ Remodels
- Garages/Carports
- As built drawings
- Site Visits (Preliminary and construction process)
- Custom floor plan and elevation design
- Detailed construction drawings (building sections, interior elevations, etc.)
- Site Plans
- Floor plans
- Dimension plans
- Electrical plans
- Demo and proposed plans
- Foundation and Framing plans
- Details and sections plans
- Shop drawings
- Construction drawing
- Schedules
- Architectural drafting support
- Structural drafting support
- Civil drafting support
- M/P/E support

Insight Lighting

Jun/2017 – Present

Rio Rancho, NM

Drafting Engineer/Project Drafter

- Projects for high performance architectural lighting fixtures
- Understand terminology of light fixture products and electrical products
- Determine precise measurements for standard and modified fixtures
- Create 3D models in SolidWorks for parts and sub-assemblies
- Dimension layouts for modeled parts and sub-assemblies
- Create AutoCAD drawing layouts for submittal requests
- Define the best solution for modified products and functionality
- Dimension AutoCAD drawings for standard and modified fixtures
- Create wiring diagrams in AutoCAD for projects
- Create installation instruction sheets for standard and modified products
- Revise all drawings when needed based on customer approval
- Complete planning requests for projects ready for production
- Provide part numbers and descriptions for new parts
- Design 3D models in Solidworks along with dimensions layouts

- Data entry of all part numbers and sub-assemblies
- Engineer change revisions to be completed for updates to products
- Log all part numbers into excel spreadsheet part logs
- R & D Survey for all modified projects every month

PERSONAL DATA

Big Brothers Big Sisters Oct/11 – Oct/12 Albuquerque, NM

- Volunteered to help make a difference in a child's life