

Thomas Lynch Jr.  
115 Ball St.  
Rockport, Tx 78382

To whom it may concern:

I am a highly motivated individual who loves working on and with computers. Achieving higher levels of experience with computers is one of my passions. I am very proficient in AutoCAD versions 2004 – 2010. I have worked with Microsoft Office versions 2003 & 2007. I also worked closely with engineers in the design of structures that would withstand the elements for years to come. Currently I am building a website for my father's homeowners association.

If you have questions, please call me at (361) 729-6274. I look forward to hearing from you soon.

Sincerely,

Thomas Lynch Jr.

**Thomas Lynch Jr.**  
115 Ball St.  
Rockport, TX 78382  
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(361) 729-6274 home; (361) 205-2800 cell

**Objective**

To achieve a position as a member of a Drafting and Design team at a reputable firm that will challenge its associates as well as allow them to be innovative and excel to their fullest potential.

**Experience**

5/06-5/09 Suncoast Post-Tension, LTD. Houston, Texas

Title: Senior Project Coordinator

Duties:

- Coordinating projects with our clients.
- Producing accurate Post-Tension shop drawings while coordinating the Post-Tensioning system in and around the other disciplines.
- Staying in constant communication with our operations department and jobsite personnel to be able to rectify, in a timely manner, any issue that may arise.

**Software and Skills**

AutoCAD (highly proficient)

- Versions 2004 - 2010

Microsoft Office (proficient)

- Versions 2003 & 2007

Customer service

**Education**

01/04-05/06 Texas State Technical College Waco, Texas

Associate of Applied Science Degree

Architectural Drafting and Design Technology

**Associations**

T.S.T.C. Drafting Club, president 2005-2006

SkillsUSA, member 2004-2006

**Honors**

Gold Medal in SkillsUSA State Architectural Competition 2005

23rd Place in SkillsUSA National Architectural Competition 2005

**References**

Available upon request