



## **HARDY**

STRUCTURAL ENGINEERING, LLC  
7076 W. BERKSHIRE RD.  
ENOSBURG FALLS, VT 05450  
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**STACIE DOUGHERTY**  
CAD Technician/Admin. Assistant

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### **PROFESSIONAL DEVELOPMENT:**

#### ***2003 -Hardy Structural Engineering, LLC, Enosburg Falls, VT- (CAD Technician/Administrative Assistant)***

Responsibilities include bookkeeping, purchasing and filing for the company. Create and update drawings in AutoCAD, while also assisting in laying the structural floor plans with in the program. Entering, tracking and completing construction administration for projects.

#### ***1999 to 2001 -Vermont Information Processing, Inc., Colchester, VT- (Accounting Department)***

Responsibilities included accounts receivable, purchasing and inventory control. Managed the maintenance plans on all equipment between IBM and Symbol Technologies and the end user. Completed the accounting for the in-house daycare facility and responsible for computing and paying sales tax for three states. Also assisted with the multi-line phone system and shipping and receiving.

### **RELATED SKILLS:**

- Ample knowledge of AutoCAD.

### **RELATED EXPERIENCE:**

#### ***Riverstation Apartments - Montpelier, VT***

#### ***Trapp Family Fitness Center - Stowe, VT***

#### ***Stone Hill Apartments - Middlebury, VT***

Construction administration duties included: logging in shop drawings, transferring red lines, logging out shop drawings and deliver to appropriate companies.

#### ***East Dorset Housing - East Dorset, VT***

Prepared drawing in AutoCAD for engineer, followed by laying the structural floor plans designed by the engineer. Also completed updates to drawings as needed.

#### ***Hungerford Plaza - St. Albans, VT***

Formatted architects drawings to structural engineers format. Drafted the structural plans as prepared by the engineer, while also updating changes as needed.

#### ***Eastwood Commons II - South Burlington, VT***

Set up drawings for structural engineers format, followed by placing the structural floor plan as designed by the engineer. Began drawing sections as requested. Completed changes to building by updating the drawing with all recent changes. Set up the plotting layout for the drawing.

### **EDUCATION:**

B.S. Degree in Business Administration, University of Vermont, Burlington, VT (1999)

### **CERTIFICATES:**

Successful Completion of AutoCAD Training, Essex Technical Center, Essex, VT (2004)