

GARY L. KEENE

802 HIGH STREET • JERSEYVILLE, IL 62052
Phone: (314) 226-3347 • E-Mail: keene.gary@gmail.com



Experience

VOLZ ENGINEERING & SURVEYING INC, 1996-2009 *Senior Drafting Technician*

- Record Plat and Deed Research
 - St. Louis County
 - St. Louis City
 - St. Charles County
 - Jefferson County
- Exhibit and Surveying Drawing
 - Easements
 - Site Distance Studies
 - Topographic Survey
- Missouri Department of Transportation Drafting
 - Highways
 - Interchanges
- Subdivision Record Plat Drafting
- Site Photography
 - Aerial
 - Marketing
 - Design
 - Field Study
- Metropolitan St. Louis Sewer District Drafting
 - Storm Channels
 - Strip Maps
 - Reference Ties
- County/City Projects
 - Right-of-Way Plans
 - Roads
- ALTA/ACSM Land Title Surveys

Computer Skills

- Microsoft Windows proficient through Vista
- Able to trouble-shoot a variety of technical issues
- Microsoft Office: Word/Excel/PowerPoint
- Open Office Suite 1.1 through 3.0
- CorelDraw Suite 10 through X4
- Microstation 5 through V8
 - Cell Library Creation
 - Work in 2D and 3D environment
 - Plot Configuration & Pen Table Creation
 - Linestyle Creation
- Geopak Survey Suite
 - Construction Stakeout
 - Highway Alignment (Horizontal/Vertical)
 - Curbs, Sidewalks
 - Sewer Structures, Utilities
 - Houses
 - Data Collector File Reduction
 - TDS
 - Trimble
- AutoCAD

Skills & Abilities

- Possess exceptional organizational skills, self-motivated, able to multi-task and prioritize, able to work independently, detail-oriented and a team player.
- Able to establish and maintain effective relationships, communicate clearly both verbally and in writing, able to follow written and oral instructions, positively develop cooperation from others, perform well under deadlines, consistently exceed expectations in response to requests, solve problems efficiently and possess strong work ethic with the ability to learn quickly and to teach others.

Education

ITT TECHNICAL INSTITUTE, 1996

Associates of Applied Science — Computer Aided Drafting Technology (CADD Operation and Support)

- G.P.A. 3.9/4.0
- Class Salutatorian
- National Vocational Technical Honor Society
- Technical Writing
- Project Management
- Applied Physics
- Human Relations
- Drafting Disciplines Studied
 - Architectural
 - Civil
 - Electrical/Electronic
 - Mechanical
 - Pipe
 - Structural