

Rhiannon Daugherty
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Summary of Qualifications

I possess excellent time management, communication, organizational and teamwork skills. I work quickly and efficiently, with great attention to detail, without supervision. I am a self-motivated, fast learner. I am familiar with ISO procedures, auditing and quality improvement. Experience in designing, detailing and constructing assembly drawings of machine components. I can type an average of 56 words per minute and I am proficient with the following programs:

- AutoCAD versions 11-14 and 2002
- ME-10 (European CAD software)
- DeepView
- SAP
- Windows
- Excel
- Word
- MAS 90
- Vantage
- Quark Xpress
- Adobe Acrobat
- HomeSite 5.0
- PhotoShop
- Internet

Professional Experience

Advanced Automation - Greenville, South Carolina **9/2002 to Present**
Project / Engineering Facilitator (Project Management Dept.) (8/2004 to Present)
Mech. Designer / ISO Coordinator / Project Support (Mech. Eng. Dept.) (9/2002 to 8/2004)

- Prepared and submitted Engineering Work Orders and Purchase Requisition Orders created from BOMs
- Expedited purchased parts for multiple projects with direct vendor contact, using Vantage purchasing software
- Transferred BOM text from AutoCAD to Excel to create a master bill of material and recommended spare parts list for customer
- Created open purchase order reports for multiple projects and maintained order status
- Corrected mechanical red-lined drawings and BOMs using AutoCAD 2002
- Modified drawings for multiple projects
- Updated the reusable designs database in Microsoft Access
- Created a standard designs database in Microsoft Access
- Recomposed CAD Standards Manual to be ISO 9001-2000 conformant
- Created ISO procedures and work instructions within the engineering department
- Implemented new quality standards
- Created manpower spreadsheets for Design / Build schedule of machines
- Supported all in-house projects, responsible for ensuring completion on schedule
- Proactively seek and prevent all possible delays in build schedule

Optima Machinery Corporation - Green Bay, Wisconsin **9/1998 to 4/2002**
Mechanical Design Engineer / ISO Representative for Engineering Department

- Designed, redesigned and detailed machine components
- Constructed assembly drawings of machines
- Experience included stock selection and purchased parts
- Trained summer interns on CAD system
- Modified European drawings from metric stock material to inch stock material to reduce costs
- Worked with American and European projection
- Upgraded engineering department from paper master drawings to electronically stored drawings

- Translated drawing formats between DXF, DWG, MI, and TIFF
- Solely responsible for thousands of in-house drawings
- Designed spreadsheets containing convenient and comparative drawing information
- Stayed in direct contact with manufacturers and all departments within the company to ensure clear communication throughout all processes
- Data entry of parts, descriptions, pricing, quotes, coating, etc.
- Created Bills of Materials
- Recorded and distributed engineering documentation weekly
- Improved, created, implemented, verified and controlled aspects of the quality system
- Led audits with the internal ISO team in all company departments
- Created ISO work instructions
- Improved ISO procedures in various departments
- Experience with Corrective Action Reports and Preventative Action Reports
- Created quality improvement proposals
- Participated in annual external ISO audits
- Gave presentations to departments of ISO procedure changes and how it will affect them and improve the overall quality of the company

Education

Northeast Wisconsin Technical College

8/1998 to 5/2000

Associates Degree in Mechanical Designing

- Treasurer of Mechanical Design Club
- Average 3.4 GPA

References available upon request