

JUAN J TORRES

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Objective: Innovative professional seeking position as an Office Clerk skilled in project management, problem solving, and writing. Excels with strong communication, teamwork and ,adaptability and collaborative work environments

Job Experience:

January 1993- January 2025

National Structural Engineering, Inc.

2020 North Loop West, Suite 230

Houston, TX 77018

Ph: 713-956-2094

Position: Quality Control Inspector and Drafter

Greet new clients. Oversee the structural components through the construction process on residential and light commercial buildings. Mainly involved on the pier and slab installation, concrete pouring, framing installation and nailing pattern and shear wall installation. This position helped me to develop communication skills at different levels within the company to become a liaison between engineers of record, designers and construction crews working in any given project. Drafted and modified foundation and framing plans at the design stage of the residential projects

April 1990 to January 1993

Structuneering, Inc.

7322 Southwest Fwy, Suite 760

Houston, TX 77074

Ph: 713-779-1701

Position: Administrative Assistant

Performed duties that helped run the office in a smooth and organized manner. Duties included A/P, A/R, Invoicing, plans, photocopying and filing, and keeping up to date engineers professional registration and publications.

Education:

January 1996-August 2000

University of Houston - Downtown

Took engineering fundamentals and math courses

Skills:

- * Quality Control
- * Project Planning
- * Technical Reporting
- * Bilingual Spanish & English