

Todd Lee

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Objective

To obtain an engineering position where my skills, experience and education will be utilized and enhanced.

Education

2006-2009 Electrical Engineering (B.S.)
Washington State University (Tri-Cities)
G.P.A. 3.85

Work History

2010-present Field Engineer, Bechtel National Corporation

- Perform quantity takeoffs and prepare material requests for material purchasing.
- Submit field change requests to design engineering for review and implementation.
- Prepare work packages for electrical conduit/wiring and equipment installation.
- Perform field walk downs with safety personnel to identify safety hazards/risks applicable to work package job scope.
- Verify installed quantities match recorded amounts and is installed to design documents.
- Inspect completed electrical installation work to ensure job scope is complete and installed to applicable instructions and procedures. Provide documentation and proper records for installed commodities and equipment.

2008-2010 Design Engineer, URS Corporation

- Prepare engineering proposals for review and implementation.
- Perform field inspections and walk downs as required for installation of new equipment.
- Prepare design packages for power distribution, instrument installation or other electrical upgrades. Create/modify schematics, one-line diagrams, panel schedules, loop diagrams, plan drawings and other supporting documents required in design packages.
- Prepare and submit material requisitions, work requests and installation instructions for equipment modifications and upgrades.
- Assist system engineers in resolved technical issues with equipment and field instruments.
- Prepare and review demolition work packages for equipment and structure removal.

1999-2007 Production Supervisor, ConAgra Foods

- Supervise 35+ co-workers on production floor to ensure daily goals and objectives were met.
- Utilize daily product plan to organize department personnel, coordinate ingredient/supply usage, schedule production run, and manage line flows.
- Perform various food safety/sanitation audits, examine company personnel to ensure compliance with listed food safety rules/regulations.
- Generate daily shift report specifying pounds produced, maintenance issues, production downtime, personnel issues, and other pertinent information.
- Provide training and assistance to new and temporary employees on basic job duties/responsibilities.
- Disposition finished product that doesn't meet established quality standards.

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Work History Continued

1997-1999 B & G Farms

- Operated construction equipment for farm ground improvement and development. (This included loader, dozer, scraper, and dump truck.)
- Operating farm equipment for tillage, planting, and harvesting of agriculture row crops.

1991-1997 Jelmberg Farms

- Operated/maintained agriculture equipment.
- Interacted with field representatives for chemical/fertilizer application, seeding, and harvesting of crops.
- Monitored irrigation systems and placed orders for irrigation water.
- Performed basic mechanical/electrical/hydraulic repairs for center pivot irrigation systems and agriculture equipment.

1992-1995 NAPA Auto Parts

- Sorted/filed customer invoices and maintained accounts receivables.
- Conducted inventory audits and restocked inventory
- Assisted customers with purchases

Computer Skills

Microsoft Word, Excel, PowerPoint, Outlook