

# Norman Malcolm

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Steel Detailer

~6+ years of success working with Engineers and Designers to Produce Fabrication Detail Drawings~

Accomplished technical professional who is proficient in AutoCAD through work as a Steel Detailer; able to correctly and efficiently take measurements and evaluate job site conditions as an Assistant Project Manager. Read and interpret architectural and structural drawings. Plan, prioritize, and complete work as assigned while meeting all specifications and timelines.

Skills and Capabilities Include:

- > Enjoy working with a variety of design specifications and has a great pride in the finished product; conduct field measurements and apply changes as warranted to ensure products are up-to-code.
- > Proficient in AutoCAD 2012, MS Office Suite (Word, Excel, Access, and PowerPoint), Blue Beam; and can readily adapt to new programs and technologies.
- > Respected by managers and colleagues for tenacious troubleshooting skills and unwavering commitment to permanent problem resolution and customer satisfaction.
- > Highly effective leadership and interpersonal communication skills; collaborated with senior management and draftsmen to complete projects as specified.

## WORK EXPERIENCE

Ment Brothers Iron Works Co, Inc - 2008-08 - Present

Steel Construction Company that Fabricates and Erects Rails, Stairs, Miscellaneous Iron, and Structural Steel Operate computer-aided drafting (CAD) equipment to produce designs and working drawings. Accountable for detail on each piece of material such as beams, columns, tubes, and miscellaneous steel using design drawings. Acquire and assemble data to complete architectural designs. Visit job sites to compile measurements as required. Verify dimensions of materials to be used and create bills of material. Work closely with fabrication shop personnel, respond to queries, and resolve issues encountered throughout the manufacturing process.

- > Planned and facilitated meetings with general contractors to finalize scheduling of all trades.
- > Collaborated with senior management to complete projects within specified deadlines.
- > Consistently met all project specifications and deadlines for delivery and installation of materials to job sites.

### **Assistant Project Manager**

Ment Brothers Iron Works Co, Inc - 2007-11 - 2008-08

Steel Construction Company that Fabricates and Erects Rails, Stairs, Miscellaneous Iron, and Structural Steel Scheduled and facilitated meetings for materials delivery to job sites. Verified field conditions before fabrication of materials. Organized and reviewed drawings for meetings with contractors. Coordinated work schedules with staff.

- > Worked effectively with project manager and streamlined work processes.
- > Conducted daily on-site walkthroughs and ensured contractual compliance.

### **GM Assistant and Shop Laborer**

Emtec Metal Products Corp - 2001-06 - 2005-08

Steel Fabrication Shop that Fabricates and Assembles Structural and Ornamental Steel

Laid out and fabricated material from information received off of shop drawings. Completed take offs of shop drawings and produced cutting list of materials to be fabricated for each job. Updated and tracked steel inventory and ordered, stocked, and retrieved materials as per job requirements. Operated forklift and other equipment to access and maintain materials and supplies. Utilized crane and transported materials to work areas. Cut items as specified to cut list and prepared products to be delivered to job sites.

- Performed in a dual role as a GM Assistant and Shop Laborer; aided GM in daily work functions, processes, and procedures.
- Worked closely with welders and foremen on all production for optimal performance.

## EDUCATION

### **Bachelor of Science in Technology Management**

SUNY Oswego

## ADDITIONAL INFORMATION

Core Competencies Include:

AutoCAD Steel Detailer - Structural Steel & Miscellaneous Iron Shop Drawings - Architectural Designs  
Field Measurements - RFI's - Team Leadership - Project Management - Program Management  
Planning & Scheduling - Materials Management - Time & Resource Management  
Process Improvement - Operational Streamlining - Follow-Up & Problem Solving