

James Geddes

Inverness Scotland IV2 8AB
(447) 765-110098
jamesgeddes25@yahoo.com

PROFESSIONAL SUMMARY

Sharp and Professional Design Engineer with expertise in CAD systems for developing new and innovative projects. Offering strong understanding of design process to create accurate 3D models, visualizations and drawings using industry-leading software. Dedicated to staying current with latest technologies and trends in field.

WORK HISTORY

Ross-Shire Engineering - Design Engineer

Inverness , Scotland
08/2022 - Current

- Designed water treatment systems for clean and waste water facilities.
- Used AutoCAD, Revit and Civil3D to produce designs and drawings of a professional standar.
- Conducted engineering studies on design for products, associated and subsystems components and structures.
- Collaborated with cross-functional teams to conceptualize and refine deaign details
- Assisted in developing cost-effective solutions to engineering problems.
- Verified construction documentation to meet client requirements and vision.
- Implemented automated systems to improve accuracy and efficiency of engineering processes.
- Developed comprehensive engineering knowledge and understanding for all projects.
- Collaborated with other departments to facilitate successful project completion.

Run4it - Duty Manager

Inverness , Scotland
08/2016 - 06/2020

- Initiated plans to improve customer relations, quality standards, and service efficiency.
- Responded to customer concerns by providing friendly, knowledgeable support, and maintaining composure and professionalism.
- Coordinated with suppliers and vendors to determine availability of required products.
- Mentored and supported junior staff members to apply best practices and follow procedures.
- Developed and maintained strong relationships with customers to increase loyalty, trust and satisfaction.

SKILLS

- Construction management
- Proficiency in concrete construction
- AutoCAD and Revit proficiency
- Drafting
- Site layout
- Oral presentations
- Commercial and residential planning
- Highly skilled in 2D and 3D modelling

EDUCATION

05/2020

University of the Highlands and Islands
Inverness

1st Class Honours: Architectural Technology

- Awarded 1st Class Honours.
- Completed professional development in Architectural design.
- Gained comprehensive knowledge and understanding in autoCAD and Revit.
- Designed projects all over Scotland, enhancing the lives of people and areas in communities close by.
- Live projects and timescales
- High pressure deadlines to prepare me for future roles.

- Inspected stocks to identify shortages, replenish supply and maintain consistent inventory.
- Supervised and coordinated team to provide guidance and support and maximize performance.
- Evaluated employee performance and conveyed constructive feedback to improve skills.

Stone Source - Sales Assistant

Inverness , Scotland

07/2020 - 07/2022

- Fielded customer questions to share information about products, availability, and pricing.
- Assisted customers with prompt and polite support in-person and via telephone.
- Prepared PowerPoint presentations and Word documents for sales presentations.
- Communicated orders to vendors, scheduling carriers for pickup if needed.
- Remained calm and poised in high-stress, dynamic environment to promote service to customers and staff.
- Selected correct products based on customer needs, product specifications and applicable regulations.
- Presented professional image consistent with company's brand values.
- Maintained current knowledge of evolving changes in marketplace.
- Built relationships with customers and community to promote long term business growth.