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ACCOMPLISHMENTS

DATABASES

Worked with multi-depart committees to define data management criteria and developed MS Access database solutions for engineering, inspection, manufacturing and sales information.

Created a labor tracking and reporting database using MS Access. Created user interface, queries and reports required to compile, validate and report labor for engineering, process and R&D departments.

Created MS Access donation processing database for local 501(c)(3) organization. Solution included forms, queries and reports for donation logging, budget performance and tax receipts; check scanning capabilities and automated generation of Excel spreadsheets and Outlook email notifications.

Migrated select item master, product structure, costing and pricing data to new MRP system. Downloaded data to delimited text and spreadsheet files and received similar data from other departments. Developed VBA macros in Reflection terminal emulator to perform initial and periodic "on demand" upload of data to Oracle base MRP system.

Enabled shutdown of AS400 and preserved ability to research sales order history and manufacture spare parts for legacy products. Led a multi-department committee and worked with consultant to create data specifications and download data to delimited text files. Created MS Access database and imported data. Validated accuracy and completeness of data and trained users on use of database features.

APPLICATIONS

Improved employee efficiency and information flow between departments and with outsource manufacturers by creating VB6 desktop application for retrieval, viewing, printing and emailing of MRP, engineering, manufacturing and project data from multiple network locations in multiple formats. Application allowed users to quickly retrieve and review MS Access database information, MS Office data files, Acrobat and other graphic files and automatically generated distribution emails containing data in PDF format. Application employed Acrobat, MS Office and other ActiveX automation to automate workflow.

Automated compilation of electronically collated drawing sets for product manuals, training classes and the procurement quoting process using VB6. Applications read a text or spreadsheet file containing a list of drawings, or a file downloaded from MRP system, retrieved drawings from network and sent electronically collated drawing set to plotter/folder, consolidated PDF file or folder structure.

Increased Document Control throughput by 50% and accuracy to 99% by authoring and implementing VBA macros in Reflection terminal emulator to upload item masters and CAD bill of material data from spreadsheets to Oracle based MRP system.

Implemented "click of a button" electronic distribution system for engineering release packages using VB6. Application read item master information from Excel spreadsheet, checked against data from MRP system for outsource manufacturing status, located PDF drawing files and other scanned engineering data in network storage, converted files to PDF format "on the fly" as required, attached files to email and addressed email as required to company owned manufacturing facility, outsource manufacturers and suppliers.

Released a full time filing resource for other value added activities by authoring a data processing and storage software suite for engineering releases using VB6, Adobe Acrobat and Kodak Imaging. Applications allowed Document Control personnel to batch process scanned documents by assisting in file naming, rotating images and converting from TIF to PDF format, as well as automatically storing documents in the proper network storage location.

Created VB6 application to monitor network folder and send files with plotter compatible formats to Xerox plotters

Minimized Xerox plotter down time by creating VB6 application to monitor plotter status by querying multiple plotters for paper status and meter counter values.

Created VB Scripts and DOS batch files to automate MRP to MS Access downloads, backups and scheduled service starts and stops.

WEB

Provided worldwide Field Service personnel offsite access to engineering drawings and allowed parts lookup from MS Access database by creating an ASP.NET Intranet site using MS Visual Web Developer and IIS.

Act as webmaster for local 501(c)(7) organization.

ADMINISTRATION

Managed IT services for small office. Generated procedures and trained IT personnel to provide installation, trouble-shooting and repair of MS Windows based desktops, laptops, CAD workstations, servers, printers and other network hardware/software in a Windows Server 2000 network environment. Outsourced network and email server maintenance functions to home office IT department. Ensured successful backup of local servers to tape drives using Veritas Backup Executive and to local NAS using Acronis True Image.

Managed IT services for 87 person engineering department. Supervised two PC technicians in installation, maintenance, trouble-shooting and repair of engineering department computers and servers in an AutoCAD and Pro/Engineer design environment. Coordinated with IT department to obtain network related support for engineering department. Managed initial implementations of Pro/Engineer and Promis•e (electrical engineering add-in for AutoCAD).

MS OFFICE

Created VBA add-ins and macros to automate common daily tasks for MS Office applications, including forms routing for MS Word, report formatting and forms completion for MS Excel, presentation compiler add-in (consolidated multiple presentations into single presentation) for MS PowerPoint and email processing add-in to analyze and compile sales data from sales email notifications for an eBay business.

CAD

Acted as CAD Administrator for Pro/Engineer, Pro/Intralink and AutoCAD. Specified and purchased workstations, servers, plotters and other hardware. Managed user accounts and CAD data on Pro/Intralink server. Provided hardware/software support and scheduled and/or provided user training.

Customized AutoCAD and Pro/Engineer development environments by creating custom menus and macros to automate common tasks.

Reduced FEA data compilation time by 90% by creating post-processing software to summarize data.

Increased CAD piping design throughput by authoring automated piping & schematic add-ins for AutoCAD using AutoLISP.

EMPLOYMENT

Akrion, Inc.	(1994 - 2008)	IT and Engineering Support Manager
Wahlco, Inc.	(1988 - 1994)	CAD Coordinator
Western Energy Engineers, Inc.	(1985 - 1988)	Design Coordinator
Fluor Engineers, Inc.	(1980 - 1985)	Piping Designer