

Kurt F. Voigts

340 N Grace St, Lombard, IL 60148 - kvoigts@comcast.net - 630.268.0247

My objective is to combine the knowledge of a GIS Specialist, Civil CAD Designer, Land Surveying Technician, IT Management and Data Base Translation Specialist to achieve the greatest level of accomplishment for both my employer as well as myself.

QUALIFICATIONS SUMMARY

20 years in civil engineering and network infrastructure industries with a record of achievement in the following:

- Develop and produce environmental remediation plans, using ArcView, MicroStation and Geopak Site.
- Proven ability to proactively identify methods and procedural inefficiencies to enhance the success of projects by evaluating and defining CAD Standard Operating Procedures and Surveying Code Standards.
- Managed operations in the IT Department including the establishment of company wide IT policies and procedures such as Disaster Recovery and network backup
- Reduced costs of training programs by creating in-house curriculum for all types of computer software.
- Increased productivity by automating office software tools and reports.
- Determined design related engineering problems through CADD using experience, education and sound judgment.
- Develop and maintain plotting and printing accounting system for project billing.
- Develop and maintained company's Project email system.

Equipment Operated and Skilled Crafts:

ArcView

ArcView Extensions

MicroStation

Bentley DesCartes

Geopak

MS Exchange

Oracle SQL Plus

SQL Loader

Windows Server

InterSolv PVCS Version Manager

PROFESSIONAL EXPERIENCE

- 2008 – 2010 TetraTech EMI Chicago, IL**
CAD Designer / GIS Specialist
As a CAD Designer/GIS Specialist at this Creation of relevant ArcView maps for contaminated environmental brown-stone projects.
Produce Phase I figures for real estate investor clients.
Prepared quantity take-off and cost estimates.
- 1999 – 2008 Robert H. Anderson & Associates, Inc. St. Charles, IL**
IT Manager / Senior CADD Designer
Manage all aspects of company's IT Systems including servers, network peripherals and Communication Systems.
Support and maintain IT Systems, both hardware and software.
Archive networked project files.
Provide user support and training.
Maintain company's CAD network configuration for MicroStation, Geopak, AutoTurn, and other engineering modeling software.
Produced complicated isometric, perspective drawings and public meeting exhibits.
Prepared quantity take-off and cost estimates.
- 1998 – 1999 Midwest Datacomm, Inc. Lisle, IL**
Project Coordinator / Customer Support
full service Chicago based Communications low voltage Electrical Contractor Network maintenance and backup and manage system resources and access.
Providing Novell 4.11, Windows NT 4.0, and Exchange 5.5 network and administrative support to office personnel.
Researched and gathered updated hardware and software drivers and patches.
Provided technicians with information regarding potential bugs and bug fixes.
Assisted technicians with troubleshooting using web resources.
Scheduled Network technicians.
Tracked billable and bonus hours.

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Contacted clients for scheduling purposes, follow up on outstanding issues, coordinating support from outside technicians.

Provided telephone support to customers, writing Network proposals, equipment pricing, researching equipment needed for installs, creating network diagrams, pictures, and verbiage. Supporting sales staff on Network issues for proposals.

1990 – 1998

RJN Group, Inc.

Wheaton, IL

Network Administrator / Data Translation Specialist

Responsibilities included administering Novell 4.1 and Windows NT 4.0 network. Developed and maintained network back-up procedures and maintained network privileges, servers and MS mail.

Provided hardware and software support and recommendations company's network.

Provided data translation of in-house software from non-normalized to normalized Oracle database using SQL Loader and SQL Plus.

Senior CAD Designer

Responsible for several major road reconstructions, as well as site development, underground utilities and streetscape projects.

Performed functions included: Site representative and coordinator for surveying and plan preparation from data interpretation through plan and profile, cross sections, IDS, exhibits, and details to deliverables. Clients included but not exclusive: IDOT, ISTHA, City of Indianapolis and New London Naval base.

Software Testing and Quality Assurance Specialist

Responsible for managing software testing and debugging of CASSWORKS software package including: scheduling, test crew supervision, application programming and customization, data conversion with Oracle, technical support and technical documentation.

Responsible for Quality Control and Production for multimillion dollar GIS project.

Engineering Technician

Land surveying, sewer system and bridge studies, resident engineer, drafting and site layout.

Education & Publications

Published

NASA Astronomy Picture of the Day (2010)

- 2011 Elmhurst College, Elmhurst, IL - GISC program

Education

- 2003 College of DuPage, Glen Ellyn, IL – ArcView and ArcView Extensions Courses
- 1993 College of DuPage, Glen Ellyn, IL – MicroStation
- 1983 Valparaiso University, Valparaiso, Indiana - BA Geography