

# TAINU K NGUYEN

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**OBJECTIVE:** To obtain a full-time permanent position in CAD & Documentation, with emphasis on fiber optic cable product development, cable harness assembly, and manufacturing where I can effectively utilize my experience and skills to assist engineers in preparing cable harness drawing, BOM, documenting, and ECR/ECO.

## WORK HISTORY:

**PTEC SOLUTION, INC.** – Fremont, CA 94538

Quotation Specialist and Drafter: (Jun-2017 to Dec-2021)

*Responsibilities:*

- Reviews BOM and generates fiber optic cable assembly drawing for NPI.
- Generating quotes and estimating cable harness for prototype build.
- Assists in locating electronic components and hardware for new orders.
- Fill out work orders in MRP/worksheets and submits RFQ to vendors.

**YC CABLE, INC.** – Fremont, CA 94538

Technical Support Technician. (Apr-2013 to Jun-2017)

*Responsibilities:*

- Works with sales, and engineers to update customers' drawings and documents.
- Works with the production team to build custom cable harness assembly boards.
- Reviews customers' changed documents, BOMs, drawings, and AVL to prepare ECR/ECO.
- Creates customers' design cable/harness drawings per redlines, and verbal instructions.
- Generates/Updates NPI folders which include CAD drawings and preparing assembly instruction for prototype build and first article approval.
- Generates cable barcode label templates for new product IDs.

**TOPLINE ELECTRONIC** – San Jose, CA 95131

Documentation Specialist. (Aug-2000 to Dec-2012)

*Responsibilities:*

- Creates visual aids for loading components or touching up/reworking on PCB.
- Estimates build time per assembly procedure.
- Quotes estimates and BOM database entry.
- Processes Return Merchandise Authorize request and enter into SAP.

- Updates redline drawings, BOMs, and notes per ECR.

## **EDUCATION:**

**Accounting:** Mission College, Santa Clara CA – Certified in 2010

**Mechanical Design & Drafting:** Mission College, Santa Clara CA – Certified in 2008

**General Education:** Yerba Buena High School, San Jose CA – Graduated in 1992

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

I'm self-directed and highly motivated. I enjoy working in a team environment and thrive under pressure. I'm able to work independently and under limited direction. I am qualified to prepare clear, complete, and accurate harness assembly drawings and detail drawings from rough or detailed sketches, design layouts, notes, or redlined drawings.

- Excellent in engineering/quoting support with expertise during the different phases of custom build product process and customer new parts order.
- Proficient in producing electrical harness cable assembly drawings, dimensional drawings, and installation drawings using AutoCAD.
- Experienced in Engineering Document Control practices, reviews and process ECRs, ECOs, customer orders, engineering drawings, and BOM using Product Lifecycle Management software, Excel, and MS Word.
- Basic knowledge of AutoCAD, Solidworks, Adobe Illustrator, and Acrobat.
- Able to work independently and under limited supervision.

**REFERENCES:** [Portfolio Capability](#)