

# Carrie McCoy, AA

## Technical Drafting



Carrie has a degree in Technical Drafting and brings over 15 years of experience to the team. She has worked in various industries as technical procurement, proposals, and drafting. Carrie is responsible for project support as well as business operations.

### Key Experience and Training:

- Lewis-Clark State College
- AutoCAD
- MSHA
- Technical writing/proposals
- Office management
- Procurement and purchasing programs
- Accounts receivable/payable
- Customer and vendor relations

### Education

Lewis-Clark State College  
A.A. Technical Drafting

### Qualifications

- Mechanical Drafting
- MSHA
- Proposals
- Technical Procurement
- Office Management

**Assistant and Drafting Support for Fulcher Engineering** - Supporting role to office as accountant, proposals, purchasing, events, and revisions of specifications and AutoCAD drawings.

**Cobalt Truck Equipment** – Corporate Parts Procurement Agent for all products: whole-goods, parts, and components, required for sales, fabrication, and inventory.

**FLSmith** – Lead Proposal Design Engineering and Sales per customer request of proposals, both FIRM and Budgetary, in the mining conveyor industry, globally.

**Berg Integrated Co./ Echelon LLC** – Lead Procurement Agent and Drafting and Design for all state and government contracts, for production.

**T.O.P. Engineering LLC** – Owner, Drafting and Design, Sales, and Accounting lead for this mechanical engineering and fabrication business.

**American Alloy LLC** – Office Manager and Procurement Manager for this custom mechanical engineering and fabrication facility.

**Assistant and Drafting / Proposal Support** – Responsible for office operations and clerical and technical support.

- Ensuring vendor and customer contact is efficiently directed
- Supporting the development of proposals, contracts, and maintaining advertising resources.
- Revision maintenance and clarification of drawings in AutoCAD
- Financial responsibilities including invoicing, payroll, expense reports, and accounts payable.
- Human Resource activities involving scheduling, workplace safety, company functions, employee file documentation, drug and background screening, and employee expenses.