

KAY MOELLER

Fort Worth, Texas | 817-304-8066 | kaymoellerdesigns@gmail.com

LinkedIn: [linkedin.com/in/kaymoellerdesigns](https://www.linkedin.com/in/kaymoellerdesigns)

PROFESSIONAL SUMMARY

Mechanical CAD Designer with certifications in SolidWorks (CSWA) and AutoCAD, experienced in creating production-ready mechanical drawings, 3D models, assemblies, exploded views, and technical documentation. Skilled in SolidWorks, AutoCAD, Fusion 360, and Inventor with a strong focus on accuracy, problem-solving, and manufacturing support. Proven ability to maintain quality standards, troubleshoot file issues, and deliver high-quality work in fast-paced production environments.

TECHNICAL SKILLS

CAD & Engineering Design: SolidWorks (CSWA Certified), AutoCAD (2D/3D), Fusion 360, Autodesk Inventor, Mechanical Drafting, Assembly Design, Exploded Views, Manufacturing Drawings, Dimensioned Drawings, Familiarity with GD&T Principles, Technical Documentation

Manufacturing & Production: Production-Ready File Preparation, Design for Additive Manufacturing (DFAM), 3D Printing, Quality Control, Workflow Support, Print & Output Accuracy

Creative and Productivity Software: Adobe Creative Suite (Illustrator, Photoshop, InDesign, Premiere Pro) Microsoft Excel, Word, Access

CAD PROJECTS

Bearing Housing Assembly – Fusion 360

- Designed a custom bearing housing assembly using commercially available bearings and fasteners.
- Created detailed component models, assembly relationships, and exploded views.
- Applied manufacturing-oriented design principles and technical documentation practices.

Bearing Support Mount – Fusion 360

- Developed a mechanical support mount featuring dimensional drawings and production-ready geometry.
- Produced engineering views documenting hole locations, radii, and critical dimensions.

CERTIFICATIONS

SolidWorks Certified Associate (CSWA) – Dassault Systems (2024)

Autodesk AutoCAD Certified User – Certiport (2024)

Adobe Certified Professional – Certiport (2024)

Certificate in 3D Modeling & Mechanical AutoCAD – Weatherford College (2025)

PROFESSIONAL EXPERIENCE

Staples – Print Production Technician (2024–Present)

- Prepare high-volume production files ensuring correct scale, resolution, and layout accuracy for print output.
- Operate and maintain digital production equipment in a fast-paced environment with strict deadlines.
- Troubleshoot file formatting and output issues to ensure precision and reduce production errors.
- Manage multiple concurrent projects while maintaining consistent quality and turnaround expectations.
- Perform quality control checks on final outputs to ensure alignment with client specifications.
- Maintain quality standards and accuracy while managing multiple production jobs simultaneously.

Design Consultant – Technical & Multimedia Support (2023–2024)

- Created structured digital content requiring precise layout, formatting, and technical accuracy.
- Developed visual assets aligned with system constraints and technical requirements.
- Maintained organized file systems and documentation workflows for efficient project management.
- Supported production and content development processes with attention to detail and consistency.

The Woodmont Company – Graphic Artist & Marketing Assistant (2022–2023)

- Produced site plans, structured layouts, and detailed visual materials supporting commercial projects.
- Collaborated with stakeholders to deliver accurate and timely visual representations.
- Managed project files, ensuring consistency, organization, and production readiness.

Imperial Construction – Marketing & Graphics Intern (Summer 2021)

- Assisted in development of structured documentation and project-related materials.
- Organized project data and supported internal workflows for construction-related projects.
- Contributed to technical and promotional asset creation.

EDUCATION

Weatherford College – **Certificate in 3D Modeling & Mechanical AutoCAD** (2025)

University of North Texas – **Bachelor of Arts in Graphic Design and Marketing** (2022),
GPA: 3.7 | Dean's List (4 Years)