**Mohammed Alharim**

(305) 761-4606 | malharim92@gmail.com

**OBJECTIVE**

Highly organized and resourceful individual seeking to join a well renowned organization to diversify technical expertise in an environment that promotes technological advancements, analytical skills, and customer-focused service. Eager to apply current and new talents in a proactive, multidisciplinary effort to improve processes and constantly over-deliver on results.

**PROFESSIONAL SUMMARY**

* Experience interpreting technical drawings and electrical diagrams from various manufacturers.
* Native proficiency in English and Spanish.
* Over 8 years of clerical and customer service skills.
* Hands-on experience with machining methods in a manufacturing setting, including CNC machinery.

**EDUCATION**

**Florida International University,** *College of Engineering and Computing* Miami, FL

* Bachelor of Science, Mechanical and Materials Engineering Apr. 2018

**WORK EXPERIENCE**

**Law Office of Carolina Maluje, Esq.** Miami, FL

*Legal Assistant & Translator* Jun. 2020 – Present

* Assist in the preparation and case file management of non-immigrant and immigrant cases based on employment and/or family petitions.
* Translate legal documents from English to Spanish or vice-versa, with high attention to detail.
* Accompany clients to USCIS field offices to aid communication in legal processes.
* Perform legal research to collect data and documentation necessary for cases.
* Maintain and update data system to ensure timely extensions, petitions, and/or applications.
* Meet with clients and/or other professionals to discuss details of the case.

**CMN Steel Fabricators**  Miami, FL

*Mechanical Drafter* Aug 2019 – Jun. 2020

* Use 3D modeling software to convert the designs of engineers into technical drawings that indicate dimensions, fastening methods, and other requirements needed for assembly.
* Conduct site visits for field dimensioning and ongoing progress checks.
* Derive bill of materials from completed model to assist in cost estimation.
* Communicate fabrication instructions to shop workers for simple parts.
* Create part drawings files to use on the plasma table to create complex parts.
* Operate CNC plasma table, overhead magnet cranes, and forklifts to process metal plates.

**Avioss LLC**  Miami, FL

*Quality Control Inspector* Jul. 2018 – Aug. 2019

* Ensure high-value military aviation tooling projects are delivered before deadlines, in an ISO certified environment.
* Assure part compliance to OEM drawing by using multimeters, calipers, and other quality control equipment.
* Read work orders; perform electro-mechanical assembly, disassembly and rework as required.
* Update calibration, load testing, treatment, and serialization documents as needed for DCMA audits.
* Create 3D models from drawings to be used for CNC router operations.
* Reduce company costs by working with senior managers in seeking best prices for goods and supplier services.
* Develop machine-processes training manuals for new hires.

**Energy Materials and Biological Sensors Lab**, Florida International University Miami, FL

*Senior Design Project: Biodegradable Battery* Aug. 2017 – Apr. 2018

* Conduct literary research of biocompatibility, corrosion rates, and electrochemical properties of different materials.
* Optimize anode geometry/dimensions to improve cost, performance, and duration.
* Perform electrical impedance spectroscopy tests to verify polarization and corrosion rates on multiple prototypes.

**Bonefish Grill** Miami, FL

*Bartender/Server* Aug. 2013 – Jul. 2018

* Maximize company profits by ensuring orders are timely and accurate to customers’ satisfaction.
* Increase client retention by building rapport with customers through courteous and reliable service.

**United Fiber Optics (UFO)** Miami, FL

*Splicing Assistant* Oct. 2011 – Aug. 2013

* Assist in fusion splicing of fiber optic cables, creation of splicing enclosures, and testing of connections.
* Follow safety guidelines as instructed by lead fiber splicer.