

Jane C. Doe

Email address, phone

Address 1, 2, 3

Trained Data Specialist

- Fast learner with demonstrated experience in the professional work place
- Strong communicator, personable trainer and highly-organized team lead
- Known to keep teams on task and within mileage and delivery goals
- Highly relied-upon and trained data specialist with technical skills in distress pavement, quality control and initial training

Professional Experience:

Title, Company ABC. - Fitchburg, WI August 2013-Present

- Dependable member of the ABC, ABC, ABC Teams
- Highly skilled in Tech 1, Tech 2, Tech 3, Tech 4, Google Earth, and Microsoft Excel
- Relied upon to lead weekly team meetings for a staff of up to 10 and complete work overflow
- Familiar in working with night shift employees to meet project deadlines, notably the ABC Team
- Proactive, understanding, and patient trainer with experience on-boarding new team members and updating the training guide on Confluence
- Responsible for kick-starting a project by creating databases and launching in-house software
- Developing skills in customer relations with the Statename DOT

Title, Summer Internship – Fitchburg, WI May 2012-August 2013

- Served as a reliable team member in distress and assets for quality control on the ABC Team
- Responsible for data entry, manipulation and maintenance
- Proficient in using the in-house software Tech 1, Tech 2, Tech 3 and Project Manager

Field Study Experience

- 21 day experience to Yellowstone National Park and the Upper Great Plains, Summer 2011
- 7 day trip to Northern Wisconsin to track wolves with the DNR, Spring 2012
- Officer and member of the Whitewater Geography Association (WGA) at UW-Whitewater

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Prior Employment

NAME X - ABC, WI June 2012-Present

Waitress; relied upon to operate in this well known and fast-paced restaurant

NAME Y - ABC, WI June 2008-August 2012

Waitress, cook, and bartender with experience in customer satisfaction

NAME Z School District - ABC, WI June 2008-August 2012

Summer School Aide assisting in enrichment classes for students in Kindergarten through fourth grade

Education and Professional Certificates

- BS'12, General Geography and Environmental Studies; Environmental GIS Certificate (University Name)
- Certified volunteer wolf tracker for the Wisconsin DNR (University Name)
- Sigma Gamma Epsilon-National Honorary Society in the Earth Sciences (University Name)

Technical Skills

Skilled in Tech 1, Tech 2, Tech 3, Tech 4, Tech 4, ArcGIS, ArcCatalog, Quantum GIS, and Google Earth and Roadview, Inc., in-house tools. Trained in Microsoft Office.