

INTRODUCTION

Innovative, adaptive and a fast learner, team player with strengths in communication, people skills, data research, and computer skills.

HIGHLIGHTS

- ◆ **Eight years** supervisory experience
- ◆ **Proficient** communication skills with internal and external customers
- ◆ **Knowledgeable** and proficient at internet research
- ◆ **Experienced** with content management, designing web ads in Photoshop, modifying, and tweaking of web page content
- ◆ **Certified** forklift operator

EDUCATION

Santa Fe Comm College
Phoenix College
Augusta University
Valdosta State University

Computer Skills & Applications

- Windows
- Linux & open source
- MS Office Suite
- Acrobat
- ESRI ArcMap
- ESRI ArcPro
- QGIS
- Photoshop
- GIMP
- FrontPage
- Dreamweaver
- FTP Voyager

UNITED STATES MARINE CORPS

Veteran of Desert Storm 1/88 to 1/96

DIESEL MECHANIC & SUPPLY WAREHOUSING.

Honorably discharged as Sergeant (E-5) serving a full 6/2-year contract. Desert Storm veteran for service in Al Jabail, Saudi Arabia. Decorations include Naval Unit Citation and Meritorious Unit Citation. Served as Fire team leader (4 people), squad leader (12 people) and Class leader (platoon 40+).

PROFESSIONAL EXPERIENCE

Energy Minerals & Natural Resources 6/21 - Present
Santa Fe, NM

COMPLIANCE OFFICER-A/BOND ADMINISTRATOR
Assures oil and gas well operators are in compliance with state regulations and statutes. Collects and manages bonds from companies as financial assurance for the state of New Mexico.

Santa Fe County 9/15 - 5/21
Santa Fe, NM

GPS TECHNICIAN
E-911 addressing, field data collection using Collector App. Assigns addresses per the County Code and modifies Santa Fe County GIS data editing and analysis using ESRI's ArcMap and ArcPro software. Prints maps exported from ArcMap and ArcPro as part of the construction and business permit process. Prints plotter-sized maps per request.

Dahl Plumbing 1/13 - 9/15
Santa Fe, NM

CUSTOMER SERVICE, WAREHOUSING
Establishing business relationships, answering questions, and modifying orders. Picking orders, shipping, and receiving. Customer service. Forklift certified. Maintaining inventory through daily servicing and annual inventory control.

Contractor 8/10 - 12/12
Santa Fe, NM

CONSTRUCTION & COMPUTER WORK. Construction work, a part of a four-man team that built a guest house. Handyman work and computer software work for clients. Installed software and taught use of software.

Wildflower International 8/09 - 7/10
Santa Fe, NM

Customer Service, sales and procurement of technical equipment and needs for several government agencies.

United States Post Office 12/08 - 6/09
Phoenix, AZ

RURAL CARRIER. Postal mail carrier responsible for sorting, delivery, and collection of mail on several routes in Northern Scottsdale, Arizona.

Virgo Publishing 4/98 - 3/01 & 1/04 - 4/08
Phoenix, AZ

WEB EDITING & AD TRAFFIC COORDINATOR. Managed internet ad traffic for approximately forty websites and twenty weekly newsletters. Collected and design clients' ads in Photoshop. Ran data analysis reports on ad performance. Converted content of multiple magazines monthly from print, reformatting and posting them to their respective websites.

Bowne of Phoenix Apr 2001 to Jan 2004
Phoenix, AZ

PROPRIETARY HAND CODING TYPESETTER. Worked in proprietary software using code to layout corporate quarterly and annual financial filings to the Security & Exchange Commission.