

# Emily Johansen

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## PROFESSIONAL EXPERIENCE

### **WISDOT NORTHWEST REGION TECHNICAL SERVICES SECTION | Eau Claire, WI**

02/2022 – Present

#### **Program and Policy Analyst Adv – Lead Worker**

- Maintains both the Improvement Project Database for TSS and PDS projects and the Front Desk Database for current employee and new hire information, both through advanced knowledge of Microsoft Access
- Shows leadership by scheduling, preparing, running reports, and facilitating the Quarterly Scheduling Meeting (Production Meeting) to gather multiple PDS and TSS units and maintain schedules for on-going projects
- Coordinates and facilitates onboarding and offboarding procedures by working with supervisors, Admin, and IT personnel to insure smooth and knowledgeable starts for new employees
- Coordinates front desk staff schedules and creates their phone schedule to ensure clear communication to the Northwest Region
- Trained as backup for IT purchasing, budgeting, fleet

### **WISDOT NORTHWEST REGION TECHNICAL SERVICES SECTION | Eau Claire, WI**

03/2021 – 02/2022

#### **Transportation Specialist Adv – Survey Data Coordinator**

- Utilizes ArcMap to recover and reformat outdated files so they work with updated software
- Utilizes ArcMap to create and maintain multiple jurisdictional maps as requested
- Monitors plat and survey schedules to maintain deadlines
- Coordinates onboarding procedures, working with Admin and IT personnel to insure smooth and knowledgeable starts for new employees
- Assisted tech services in Plat and Surveys to migrate to Box and document the new structure by creating a Standard Operating Procedure for Plats and Survey
- Team member to create a WisDOT Right-of-way GIS Layer

### **LA CROSSE COUNTY ZONING, PLANNING, & LAND INFORMATION | La Crosse, WI**

05/2016 – 03/2021

#### **Land Use Specialist – Property Listing**

- Maintained real estate and personal property title records using metes and bounds or Certified Survey Map legal descriptions for taxing and assessing purposes for all parcels of land within La Crosse County.
- Researched property records in the Register of Deeds office to resolve ownership and legal description discrepancies.
- Using PLSS, created and deleted parcels as needed per documents, Certified Survey Maps, and Plats of Survey as recorded in the County's Register of Deeds office.
- Annually prepared the Assessment Rolls, electronic Tax Rolls and Property Tax Bills for the County.
- Stayed up to date on state statutes.
- Maintained a healthy working relationship with County Register of Deeds, Treasurer, County Clerk, Assessors, Municipal Treasurers, and Municipal Clerks.
- Annually participated in Assessor training to maintain current knowledge on property assessments.
- Answered inquiries from the public both on the phone and in person.

## **KOHL'S | Onalaska, WI**

08/2017 – 03/2020

### **Customer Service – Sales Associate**

- Created a safe and welcoming environment while processing returns and answering questions brought to the Customer Service desk.
- Arrived early to perform monetary duties; starting register cash counts, balance registers and the store safe, and stayed late to finalize register and cash counts.
- Maintained high product and store knowledge, including product placement, store policies, inventory, online shopping and return policies, and thorough knowledge of the stores web mobile app.
- Built strong communication skills with managers, employees, and customers as they brought concerns and questions to me at the customer service desk.
- Trained incoming associates on store policies, technology, and customer assistance.
- Filled in for many departments on days the store was short staffed, including managerial shifts, floor/department shifts, and warehouse loading/unloading shifts.

## **UNIVERSITY OF WISCONSIN - LA CROSSE – CARTWRIGHT GRAPHICS | La Crosse, WI**

09/2012 – 05/2016

### **Graphic Designer – Peer Advisor**

- Utilized Photoshop and Illustrator to create posters, buttons, and brochure designs for events around campus.
- Worked with customers to find out what kind of poster they need.
- Trained new workers for the job by creating a go-to file that explained all of the procedures in the office, going over the file with each new worker, and was available throughout the semester for all questions.
- Logged and recorded all incoming and outgoing projects and created a communication log to eliminate miscommunication issues in the office.

## **UPPER MIDWEST ENVIRONMENTAL SCIENCE CENTER | La Crosse, WI**

05/2014 – 05/2016

### **GIS Intern**

- Utilized ArcGIS to digitize maps for different departments in the center.
- Worked on different projects that emphasized use of different tools, including the use of caterpillar plots, dereferencing raster images, and working with land cover/use data.
- Utilized Access to organize data.
- Organized and labeled archived photos to make them more accessible.

## **CITY OF ONALASKA | Onalaska, WI**

01/2016 – 05/2016

### **City Planning and Zoning Intern**

- Performed daily tasks as set by the Planning and Zoning Director
- Photographed and took notes on properties throughout the City that had new buildings, new signs, or previous code enforcement issues.
- Proofread documents, surveys, and project plans done in the zoning office.

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## **EDUCATION**

### **Masters of Science in GIS Development (Aug 2022)**

*University of Wisconsin – Madison – Madison, WI*

- *Cartography and Geographic Information Systems*
- *Web Map Programming*

### **Bachelors of Science in Geography (May 2016)**

*University of Wisconsin - La Crosse – La Crosse, WI*

- *Concentration in GIS*
- *Minor in Spanish*

## High School Diploma (May 2012)

Berlin High School – Berlin, Wisconsin

## Leadershape Institute Graduate (March 2015)

University of Wisconsin - La Crosse – La Crosse, WI

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### SKILLS

- **Software skills**
    - *Esri's ArcMAP, Esri's ArcPro, GitHub, IntelliJ, QGIS, Brackets, Mapbox, La Crosse County Tax System, Adobe Photoshop, Adobe Illustrator, Microsoft Access, Bluebeam Revu, Civil3D, Visual Studio, ERDAS Imagine, RStudio, Nexus, Maven*
    - *WisDOT programs: FIIPS, PMP, Box*
    - *Experience with GIS development tools, frameworks, and APIs on web, mobile, mainframe, cloud, and server platforms*
  - **Leadership and Communication skills**
    - *Co-Founder and President of the Geography Club*
    - *St. Baldricks childhood cancer research committee*
    - *'Think Pink' breast cancer awareness committee, basketball game coordination*
    - *Leadership and Involvement Center at UWL - leader 2012-2016*
    - *Volunteer weekly tutoring at a local elementary school requiring patience and leadership skills*
  - **Language skills**
    - *9 years of Spanish*
    - *1 year of French*
    - *Python, HTML, JavaScript, Java, C#*
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### Extras

- **Scholarships/Grants**
    - *American Red Cross Scholarship for organizing and running a blood drive*
    - *Berlin Community Scholarship*
    - *Wisconsin Covenant Scholars*
  - **Activities/Hobbies**
    - *Have fostered 12 dogs throughout the last 3 years*
    - *Kids Summer Volleyball skills camp coach 2009-2012*
    - *Kids Summer Basketball skills camp coach 2009-2012*
    - *Avid reader*
  - **Awards**
    - *Dean's List Recipient (2013, 2014, 2015, 2016)*
    - *National Honors Society*
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