

# JAKE DVORAK

SMITHTOWN, NY

631-681-2466

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## OBJECTIVE

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Looking to secure a position as a team player in an organization that utilizes GIS and offers a wide range of opportunities for growth and development as well as allowing me to apply my skills, experience and my ability to work well with others.

## SKILLS

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|--------------------|-------------------|----------------|-----------------|
| • Microsoft Office | • ArcGIS Suite    | • Google Earth | • QGIS          |
| • TerrSet          | • C               | • HTML         | • Python        |
| • Problem Solving  | • Time Management | • Organization | • Attentiveness |

## WORK EXPERIENCE

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**Teacher's Assistant** **SUNY New Paltz Geography Department** **New Paltz, NY**  
**August 2019 - May 2020**

- Provided general assistance to the professor with teaching and answering student's questions.
- Assisted students with projects and coursework outside of regular class hours.
- Oversaw student's coursework during class hours to make sure that they are set up for success throughout the course.

**Land Protection Intern** **Mohonk Preserve** **Gardiner, NY**  
**January 2020 - May 2020**

- Assessed GIS infrastructure and discovered new solutions for daily GIS tasks.
- Examined GIS files through ArcCatalog to find and delete file duplication and perform general file cleanup.
- Researched georeferenced pdf mobile apps for alternatives to a printed trail map.

**GIS Intern (Seasonal)** **Suffolk County Dept. of Information Technology** **Hauppauge, NY**  
**July 2019 - September 2019, December 2019 - February 2020**

- Edited ArcGIS map documents to keep county data correct and up to date.
- Performed research in order to ensure correct data.
- Uploaded completed map documents to the county portal for public use..

## EDUCATION

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**State University of New York at New Paltz** **New Paltz, NY**  
BA, Geography – 3.7 GPA  
Dean's List, 2017-2020  
Gamma Theta Upsilon, 2019-  
August 2017 - May 2020

**Suffolk County Community College** **Selden, NY**  
Criminal Justice – 4.0 GPA  
Dean's List, 2016-2017  
Phi Theta Kappa, 2016-  
August 2016 – May 2017