


## PERSONAL INFORMATION

Alexandra Ioana Matei

 Bucharest (Romania)

 +40769334699

 matei.alexandra22@yahoo.com

## WORK EXPERIENCE

03/2016–Present

## Geomatician

Synergetics Corporation, Bucharest (Romania)

Providing GIS solutions and expertise in Urban Planning projects:

- GIS data management, organization and creation
- CAD data management, organization and creation
- FME/Data Interoperability for data manipulation
- Identify GIS workflows and analysis for different organizations
- Identify different types of analysis and ArcGIS Platform components for users's needs in a project
- Determine types of data and maps sharing for organization needs
- GIS web services creation and publishing in Portal for ArcGIS, ArcGIS Online or ArcGIS Server
- Image services creation, publishing and sharing to be used as basemaps or operational layers in web applications
- Map services creation and authoring for web maps and web apps
- Database design for storing GIS data as geodatabase format
- GIS data administration using different rules for data integrity
- Web services design and creation for desktop utilization, web utilization or mobile (Collector, Survey123)
- 2D or 3D web application in ArcGIS Online or Portal for ArcGIS using Web AppBuilder or configurable templates (Story Maps)
- Creation of online and printed maps
- ArcGIS for Desktop installation and authorization for various clients
- GIS instructor-led expertise and technical support for various clients
- Technical writer in different GIS and Urban Planning projects

## EDUCATION AND TRAINING

10/2015–06/2017

## Master of Science, Geographic Information Systems

University of Bucharest, Faculty of Geography, Bucharest (Romania)

10/2012–06/2015

## Bachelor of Science

University of Bucharest, Faculty of Geography, Bucharest (Romania)

## PERSONAL SKILLS

Mother tongue(s)

Romanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	B1	B1	B1	B1	B1
French	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Job-related skills**

Proficient in GIS Solutions and ArcGIS Platform

Expertise in Urban Planning projects

Expertise in technical support and training for different clients

#### Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

#### Digital skills - Self-assessment grid

#### IT Consultant Certificate

#### Desktop:

- ArcGIS for Desktop
- ArcGIS Pro
- Autodesk

#### Web GIS:

- ArcGIS Online
- Portal for ArcGIS
- ArcGIS for Server

#### 3D GIS:

- ESRI CityEngine
- ArcGIS Pro
- ArcScene

#### Mobile GIS:

- Collector for ArcGIS
- Survey123 for ArcGIS

### ADDITIONAL INFORMATION

#### Certifications

- Getting started with ArcGis Pro  
*Certification authority: Esri*
- Controlling Data Translations Using Extract, Transform, and Load Processes  
*Certification authority: Esri*
- Preparing Data for the 3D City Information Model  
*Certification authority: Esri*
- Transforming Data Using Extract, Transform, and Load Processes  
*Certification authority: Esri*
- Working with Geodatabase Domains and Subtypes in ArcGIS  
*Certification authority: Esri*
- Learn HTML & CSS Part I  
*Certification authority: Code Academy*
- CityEngine Essentials- All About Rules  
*Certification authority: Esri*
- CityEngine Essentials- Build the Foundation  
*Certification authority: Esri*
- CityEngine Essentials- Getting Started

- Certification authority: Esri*
- IT Consultant
  - Certification authority: Topalis*
- Do It Yourself Geo Apps
  - Certification authority: Udemy*
- Earth Imagery at Work
  - Certification authority: Esri*
- Learn Python Through Exercises
  - Certification authority: Udemy*
- Modeling a City Using Esri CityEngine
  - Certification authority: Esri*
- Programming for Everybody (Getting started with Python)
  - Certification authority: Udemy*
- Programming for Everybody (Using Databases with Python)
  - Certification authority: Udemy*
- R Basics- R Programming Language Introduction
  - Certification authority: Udemy*
- Basics of Geographic Coordinate Systems
  - Certification authority: Esri*
- Editing in ArcGis Desktop
  - Certification authority: Esri*
- Going Places with Spatial Analysis
  - Certification authority: Esri*
- Preparing to Implement ArcGis Online
  - Certification authority: Esri*
- Python for Everyone
  - Certification authority: Esri*
- The Location Advantage
  - Certification authority: Esri*
- ArcGis I: Introduction to GIS
  - Certification authority: Esri*
- ArcGis II: Essential Workflows
  - Certification authority: Esri*