

VICTORIA “ABIGALE” COLE

Chicago, IL ♦ (520) 289-1086 ♦ Victoria.Abigale.Cole@Gmail.com ♦ Portfolio: abigalecole.github.io

EDUCATION AND PROFESSIONAL DEVELOPMENT

UNIVERSITY OF ARIZONA — Tucson, AZ

BS / Geographic Information Systems Technologies

Minors / History & Urban Planning

ESRI

Cartography MOOC & 18 Various Web Courses

SKILLS

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| ◆ ArcGIS / ArcGIS Online | ◆ Proficiency in Microsoft Excel and Office |
| ◆ Map Production/ Design | ◆ Excellent Written, Visual, and Verbal Communication skills |
| ◆ Data Analysis and Data Management | ◆ Management and Leadership skills |
| ◆ Vector and Raster Maps | ◆ Documentation and Reporting |
| ◆ Database/Dataset Management and Creation | ◆ Attention to Detail |
| ◆ Google Maps/ My Map | ◆ Collaboration and Teamwork |
| ◆ Python | |
| ◆ R Coding Systems | |
| ◆ GPS | |
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PROFESSIONAL EXPERIENCE

Pauley Construction — Phoenix, AZ

Permit Coordinator, December 2020 – Current

- ◆ Facilitated clearing over 3,000 errors in various GIS systems. Mastered submitting telecommunication and utility permits in over 10 different municipalities. Facilitated training for new staff members which included teaching how to read and understand AutoCAD drawings, and multiple GIS foundations including datasets and coding. Upheld rigorous standards on telecommunications permit submittals and GIS system maintenance.

Sportex Safety — Tempe, AZ

Corporate Sales Representative, May 2019 – December 2020

- ◆ Promoted from a Sales Assistant to Sales Representative within 9 months at the company. Generated over \$1M in sales within 1.5 years. Managed large accounts as well as keeping relationships with smaller companies. Evaluated clients' safety needs and made necessary adjustments to their safety gear to meet regulations. Managed a CMR platform to keep track of orders.

Illegal Petes — Tempe, AZ & Tucson, AZ

Shift Manager, August 2016 – May 2019

- ◆ Promoted to Shift Lead within 1 year due to consistent dedication and excellent customer service. Managed a new restaurant and, assisted in hiring and training over 30 new employees. Managed day-to-day needs for the restaurant, including ensuring food quality and handling customer satisfaction issues. Made and executed action plans for underperforming areas and employees.

The University of Arizona — Tucson, AZ

Event Coordinator - Institute of the Environment, August 2015 – August 2017

- ◆ Independently ran the front desk of the Institute, directed calls, and successfully completed daily tasks of mail delivery, copying, and general help. Assisted the lead event coordinator to plan and execute over 50 events of various magnitudes while abiding by budgetary constraints. Arranged accommodations for visiting guests and dignitaries.