Jessica Leigh Wilson

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**Education**

Georgia State University, Bachelor’s of Arts in Geography, 2007

Concentrations in Urban & Environmental Geography, GPA 3.71

Western Carolina University, Post-Baccalaureate Coursework, Human Resource Development, 2010

**Recognitions**

2005-06, President of Gamma Theta Upsilon (Geography Honors Society)

2003-04, Member, Students for Progressive Transit

2004-07, Dean’s List

**Professional Experience**

**Starbucks**, Decatur, GA & Portland, OR. Barista, October 2010-present

* Employee of the Month October 2011
* Setup stores for holiday launches
* Assisted Quality Assurance Lead with SOP
* Inventory Management

**NAVTEQ**, Roswell, GA. Geographic Specialist, September 2007-May 2009

* Performed QA/QC on data & software systems
* Managed equipment cases with multiple components
* Updated the live database
* Troubleshooting methods for data collection
* Coordinated business trips

**Georgia State University**, Atlanta, GA. Teaching Assistant, Cartographic Design, August 2006-December 2006

* Graded projects, papers, & tests
* Provided comments on course materials
* Edited & revised questions for exams
* Proctored the course

**GeoStats**, Atlanta, GA, Administrative Assistant, April 2005-December 2006

* Managed equipment
* Collected & scrubbed data
* Assisted in basic office maintenance
* Assisted project manager
* Performed QA/QC on data & software systems

**Equipment Familiarity**

* Palm Z22
* Garmin iQue 3200 & 3600
* Trimble GeoXT
* Garmin eMap
* Garmin Nüvi
* Magellan Roadmate 1212

**Software**

* ERDAS Imagine 8.6 & 8.7
* ArcMap 8.x, 9.x
* Microsoft Office Suite 2007
* MySQL Query Browser
* TIAS
* TravTime
* Windows ME, XP, & 7
* PeopleSoft HR & Financial
* Clarity
* Type 60+ words per minute
* Open Office 3.x

**Other Experience**

* Studied abroad, Strasbourg, France, January-May 2007. Affinity for languages – English (fluent), French (intermediate), German (intermediate), & Dutch (beginner)
* Prior experience in customer service & client relation positions
* Experience with multiple public transportation systems in the US & Europe & naturally geographically inclined
* Quick to learn new software, hardware, procedures, & methodologies