**Linda Hungerford**

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**Qualifications Summary**

Clerical, cartography and communications experience in government and private industry. Experience with Microsoft Word, PowerPoint, and Excel, and Adobe Illustrator, InDesign, and Photoshop.

**Work Experience**

**Cartographer, Linda Hungerford Cartographic Services**

Portland, OR, 2011-2012

Editing and layout services for maps, as well as landscape and nature photography for use in new music presentations.

**Cartographer, JIMAPCO**

Round Lake, NY and Portland, OR, 1999 –2009

Created finished urban street, county road, and state and regional maps from GIS data, applying cartographic and graphic design principles for hierarchy, type size and style, type placement, and symbology. Created and typeset layouts and indices and performed proofreading.

**Administrative Assistant Temp, Empire Corporate Federal Credit Union**

Latham, NY Summer-Fall 1999

Updated daily spreadsheets and reports with volumes of items cleared, including checks, cash, and ACH from member credit unions and commercial institutions. Prepared letters and PowerPoint presentations, maintained filing systems, and answered phone calls and correspondence.

**Public Affairs Specialist, USDA Forest Service**

San Francisco, CA, 1991 –1998

Wrote, designed, planned and executed corporate reports, brochures, exhibits, and web sites. Identified necessary content, maps, and illustrations, wrote text, designed maps and illustrations, color-corrected photographs, and did prepress work and press checks. Served as technical coordinator for staff desktop publishing equipment, including desktop systems, scanners, and laser and color printers.

**Information Receptionist and Supervisory Clerical Staff, USDA Forest Service**

San Francisco, CA, 1987 –1991

Managed front desk visitor operations, answering visitor and administrative phone calls, selling Forest and Wilderness maps, and responding to correspondence. Staffed information phone lines during wildland fire emergency situations. Responsible for timesheets, travel and filing for 15 person staff. Supervised three employees.

**Education**

**Portland State University, GIS Graduate Certificate Program**

2007-2009, GPA 3.94

Coursework included GIS, Map Design and Production, Satellite Image Analysis, and Ecological Restoration.

**Golden Gate University, San Francisco, CA**

B.A. Human Relations, Magna Cum Laude GPA: 3.8

Coursework included marketing, accounting, labor relations, political science, and literature. Lower division coursework included graphic design and fine arts, architecture, botany, and ecology.

**References**

Dean Apostol *(Ecosystem Restoration professor)*

Adjunct Professor, Portland State University/  
Landscape Architect

23850 SE Borges Rd, Damascus, OR 97089

503/661-6152; [dean@singiningprairie.com](mailto:dean@singiningprairie.com)

Marilyn Hartley *(former supervisor)*

USDA Forest Service, Pacific Southwest Region

Assistant Regional Forester, Public Affairs (retired)

707/766-6509; [mshartley@comcast.net](mailto:mshartley@comcast.net)

Paul Hein *(supervisor, 1999-2008)*

JIMAPCO Cartography Department Manager

2095 Route 9, Round Lake, NY 12151

518/899-5091; [phein@jimapco.com](mailto:phein@jimapco.com)