

# Aaron Francis Leair

## Skills

- Creative problem solving
- Excellent customer service
- Data collection, interpretation, and entry
- Leadership experience
- Database Maintenance
- Communicate effectively and clearly
- Experience with several GIS applications

## Experience

December 2019 through  
Present

## Program Assistant – Forestry Section

- Manage Access database and Treekeeper (GIS) work order systems
- Maintain call for service log
- Determine agency responsibility for tree service
- Using GTViewer, Treekeeper, ArcGIS, assist in planning tree work, seasonal plantings, City Engineering Projects, Private Developments and other projects.
- Determine parcel ownership
- Accurate data entry
- Creation and compilation of reports

August 2015 through  
December 2019

City of Madison

### Administrative Clerk – City Treasurer's Office

- Provide service and information to customers
- Serve as Department Civil Rights Coordinator
- Complete transactions through the Tyler system
- Use of GIS databases to determine property ownership, boundaries and responsibilities.
- Use of Accela, Munis and Assessors databases
- Served as a RESJ guidance team member
- Accurate data entry and retrieval
- Creation and compilation of daily reports

July 2014 through July 2015 Wisconsin Department of Corrections

## Offenders Records Assistant

- Assisted in upkeep and maintenance of WICS database of Offenders Records
- Ensure accuracy of Revocation, Judgment of Conviction and Admissions data
- Provide over-the-phone information from WICS to Agents, Officers, Offenders and the Public

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April 2002 through                      US Army/Wisconsin Army National Guard  
June 2010

**Infantry/ Mortarman**

- Supervision of subordinates while working multiple Army Battle Command Systems (GIS)
- Monitored incoming and outgoing data vital to conduct of Base Defense Operations Center
- Received numerous awards for service
- Field work in training and theater using various GIS based programs and hardware
- Creation of maps and overlays as directed
- Manage inventory of sensitive weapons and hardware

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2010    US Census

**ReEnumerator**

- Locate properties using GIS
- Make contact with people at specified locations
- Verify and correct database records

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**Education**

May 2011-May2014                      University of Wisconsin-Madison                      Madison, WI

**Political Science and Environmental Studies Majors**

- Focus on Policies and interaction between governments and government agencies
- Focus on Climate Change and it's disproportionate impact on marginalized communities and mitigation strategies
- Focus on environmental racism and other RESJ issues
- Courses using GIS applications as a data analysis tool

**GIS Certificate**

- GIS Fundamentals
- GIS for Mapmaking
- GIS for Forestry
- GIS for Urban and Regional Planning

**Extracurricular Activities**

- While a student at UW-Fox Valley, held positions of Senator, Speaker and Interim President;
  - Guided legislation to support a university child care service from planning to approval
  - Researched, compiled and documented supporting data to achieve Gold LEED Certification for the campus's Performing Arts Center.
  - Served on committees to include: Collegiums, Student University Fee Allocation Committee
  - Organized two student organizations of which one boasted of 124 members, approximately 7% of the Fall 2008 student body
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