

# Deborah Zufelt

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402-138 Princess St. Toronto, ON M5A 0B1

## EDUCATION

**Applied Digital Geography and GIS Certificate**, Continuing Education, Ryerson University, Toronto, Ontario, September 2014 – Present

**Bachelor of Environmental Studies**, Honours Planning, Co-op Program, Environmental Planning and Management Specialization, University of Waterloo, Waterloo, Ontario, September 2006 – December 2010.

## WORK EXPERIENCE

**Information Management Intern/Lands Data Technician**, Ontario Public Service, Ministry of Natural Resources, Lands Business Unit, November 2011 – March 2013

- Created and maintained databases to track public inquiries using MS Access
- Responded to public inquiries regarding land patents
- Analyzed and compiled land tenure related spatial data on a provincial scale in ArcGIS 10
- Collected and analyzed data for jurisdictional scans of policy
- Wrote planning reports with rationale for future surplus provincial properties

**Land Registry Clerk/GIS Technician (Contract)**, Cree Nation of Wemindji, Environment and Geographical Information Systems (GIS) Departments, May 2010 – August 2010, May 2011 – October 2011, March 2012

- Created and updated GIS files to manage expanding land registry in the territory using ArcGIS 10
- Granted permits and approvals for development with the Local Environment Administrator
- Engaged community regulation in environmental planning through the creation of by-laws (anti-idling), the enforcement of existing by-laws (plastic water bottle and grocery bag ban), and the creation of a storm water management plan as part of the existing infrastructure master plan

**Teaching Assistant, University of Waterloo**, PLAN 103 Plan, Administration and Finance, January 2010 – April 2010

- Answered individual student inquiries during weekly office hours
- Graded student written academic papers with professor

**GIS Technician (Co-op)**, City of Toronto, Transportation Infrastructure Management Section, Toronto, January 2009 – April 2009, September 2009 – December 2009

- Produced maps of Toronto's public utility Capital Works Program using ArcGIS 9.3
- Updated, verified, and interpreted over 40 000 records of data for the City of Toronto's street network
- Created a system for identifying conflicts and working out coordination of road work for 15 utilities and agencies, city wide
- Wrote reports and documentation for each new process created

**JobMine Technical Support (Co-op)**, University of Waterloo, Waterloo, Ontario, May 2008 – August 2008

- Provided technical support for Co-operative Education and Career Services JobMine system
- Worked independently to find solutions to student and employer problems including formatting HTML resumes and running electronic reports to create new user accounts
- Analyzed co-op student data (employment rates, participation rates, etc) using MS Excel

## **PROFESSIONAL DEVELOPMENT**

Microsoft Access 2003 Level One, June 5, 2012

Report and Business Case Writing, August 13-14, 2012

Land Valuation, September 5-6, 2012

OPPI Symposium, September 20-21, 2012