

EMELINA CARRENO

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Skills Summary

- Geography Major and Environmental Science Minor.
- 3+ years' experience using GIS programs (QGIS, ArcMaps, and ArcGIS).
- Advanced communication skills acquired from customer services positions.
- Collecting and refining data, and inputting into Excel.
- 2+ years' experience aiding in environmental field work.
- Proficient in creating detailed and informative maps in Illustrator.
- 6+ years' experience handling money services.
- 6+ years' experience positioned as a customer service associate.
- Advanced analysis of graphs, figures and literature.
- Experience identifying and classifying minerals and crystal structures.
- 2+ years' laboratory experience performing water analysis.

Education

***Bachelor of Science in Geography, Minor in Environmental Science,
College of Arts and Sciences, University of New Mexico***

Expected Graduation Date Fall 2025

Relevant Course Work

- GEOG 421L: Cartography- Created well thought out maps through Adobe Illustrator, learned about color schemes, and procedures within cartography.
- GEOG 381L: Introduction to GIS- Learned beginner and intermediate GIS skills using QGIS. Performed spatial analysis to expand knowledge of geography.
- GEOG 485L: Interactive Web Mapping- Performed coding through Python and Visual Studio Code to create personalized interactive maps and websites.
- GEOG 488L: GIS Methods and Techniques- Acquired intermediate and advanced skills through ArcMaps 10.8 performing well-created and processed deliverables.
- ENVS 320L: Environmental Systems- Engaged in understanding earth processes, through climatic factors: wind, water, and geology.
- ENVS 321L: Earth Materials and Critical Zone Geology: Identified minerals, crystalline structures, and geologic cycles. Understanding rock creation and stratigraphy.

- ENVS 322L: Life and the Earth Systems- Considered evolutionary, ecological, and biological factors that created life on earth. Learned about the evolution of the earth and species revolving around the changes in climate.
- GEOG 352: Global Climate Change- Understood climate change through differentials and paleoclimate trends.

Job Experience

Los Alamos County Golf Course

Customer service representative/ Courtesy Clerk (seasonal): Jun 2018 to present

- Handled cash and credit cards efficiently, closed cash drawer nightly and accounted for all revenue.
- Merchandised golf related goods.
- Greeted customers and answered calls politely and professionally.
- Maintained a balanced tee sheet and booked tee times efficiently.
- Sanitizing golf carts, refilling them with seeds and water, throwing trash and returning lost and found items.

Los Alamos County Ice Rink

Customer service representative/ Courtesy Clerk (seasonal): Dec 2018 to present

- Managed point-of-sale transactions with 100% accuracy, closing cash drawers and reconciling revenue daily.
- Efficiently ran concessions and restocked every day.
- Provided around the clock skate patrol to ensure safety of families and children.
- Handled incident reports, contacting first responders in result of a serious injury.
- Providing first aid to minor injuries.

Brian's Janitorial

Janitorial Worker. Jun 2019 to Jun 2021

- Ensured a clean and sanitized workspace and restrooms.
- Noted of areas most used and did extra cleaning to maintain those areas.
- Provided extra protocols and sanitization during Covid-19 to sequester the spread of virus particles.
- Replenished toiletries every night for the following workday.

Smith's Food and Drug

Overnight stocker. May 2020 to July 2021

- Coordinated warehouse products.
- Organized product placement.

- Inspected product before placement for quality assurance.

Bernalillo County

Intern- Public Works. February 2025 to present

- Assisted in road maintenance, management, and services.
- Collaborated with the Geography Department to update internal data and GIS applications regarding road work and new structures.
- Updated Excel Spreadsheets regarding equipment costs and vehicle inspections.
- Surveyed roads for potholes and other obstructions, and informed road workers for proper maintenance.