

Emily Soper

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EDUCATION

Wake Technical Community College	Feb. 2021-Present
Web Development Certificate	
Appalachian State University, Boone, NC	Aug. 2019-May 2020
Public Administration Masters Program	
Appalachian State University, Boone NC	Aug. 2015-May 2019
Community and Regional Planning BS, Political Science BS, GIS Certificate	

EXPERIENCE

Administrative Assistant, SdevCS, LLC, Apex, NC	March 2021-present
<ul style="list-style-type: none">• Updated and maintained financial records and invoices• Created and managed an inventory database using PartsBox• Organized and live streamed meetings	
GIS Intern, Town of Morganton, NC	June 2019-Aug. 2019
<ul style="list-style-type: none">• Utilized ArcGIS Pro to determine availability of funds by location for greenway projects, allowing planners to make recommendations for development• Geo-referenced surveyor drawings over existing parcel layer in ArcGIS Pro• Digitized rezoning ordinances for ArcGIS Online zoning map, improving accessibility	
Planning Intern, Jackson County, NC	May 2018-Aug. 2018
<ul style="list-style-type: none">• Participated in a community charrette for the town of Cashiers regarding community preferences for aesthetics and plans to redesign a busy intersection; directed the public to different activities; assisted landscape architects with drawings• Created a zoning map for Jackson County Airport using ArcMap and successfully presented it to the county Planning Board and Airport Authority• Provided information about ordinances, zoning, and land use regulations to community members	

SKILLS

- ArcMap, ArcGIS Pro, ArcGIS Online, QGIS
- Microsoft Office, Apache Open Office
- Adobe Illustrator, Photoshop
- Windows OS, Mac OS, Ubuntu Linux OS