

Felix R. Collazo Helgeson

U.S. Citizen

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Columbia, South Carolina 29223

Education

2021-2023 Bachelor of Arts (B.A.), Anthropology, University of South Carolina,

Address: 1244 Blossom Street, Columbia, SC 29208.

- Emphasis in Archeology
- Minor in Geography, emphasis in Technology
- Cumulative GPA: 3.71, Cum Laude
- Dean's List for academic excellence, 2021-2023

2015-2020 Associate of Arts (A.A.), Midlands Technical College,

Address: 316 S Beltline Blvd, Columbia, SC 29205.

Relevant Coursework

- ANTH 234: Caribbean Cultures (Regional Archaeology)
- ANTH 301: Latin American Cultures (Regional Archaeology)
- ANTH 591: Topic: Landscape Archaeology (Theory and Methods)
- GEOG 348: Biogeography (Environmental Studies)
- ANTH 355: Language, Culture, and Society (Cultural Studies)
- ANTH 229: Southeastern Archaeology (Regional Archaeology)
- GEOG 311: Cultural Geography (Geography)
- GEOG 285: Drones for Airborne Data (Surveying)
- GEOG 103: Introduction to Geography (Geography)
- GEOG 121: Globalization of World Regions (Geography)
- ANTH 001T: General Anthropology (History of Archaeology)
- ANTH 102: Understanding Other Cultures (Cultural Studies)
- GEOG 363: Geographic Information Systems (GIS and GPS)
- ANTH 204: Plagues Past and Present (Historical Studies)
- ANTH 550: Archaeological Lab Methods (Field Methods)
- ANTH 536: Public Archaeology (Public Engagement)
- GEOG 330: Geography of Disasters (Environmental Studies)
- ANTH 319: Principles of Archaeology (Theory and Methods)
- GEOG 104: Intro to Physical Geography (Geography)

Work Related Specializations & Knowledge, Skills, and Abilities

- Languages: Spanish – Fluent (Reading, Writing, Speaking)
- Managed and documented inventories of cultural resources for Forest Service projects, including historic and prehistoric sites.
- Assisted NRCS planners in compliance reviews for conservation projects, ensuring adherence to NHPA Section 106, NEPA, and the Puerto Rico Programmatic Agreement (PPA).
- Utilized Conservation Desktop and ProTracts to review and document project approvals, verifying cultural resource compliance and eligibility for federal funding.
- Evaluated farming practices to determine exempt and non-exempt activities, conducting desktop reviews and field assessments to ensure regulatory compliance before project implementation.
- Researched and utilized State and National register files (such as State Historic Preservation Office (SHPO) listings and the National Register of Historic Places (NRHP) database), historic documents (including archival records and historical reports), and aerial photos including LiDAR (for site analysis), as well as Pinyon Box (for data storage and management) and NRM (Natural Resource Manager) (for tracking and managing cultural resources), to support cultural resource assessments and project planning.
- Performed pedestrian surveys and utilized GIS (ArcPro) for spatial analysis and data management; employed GPS technologies, including Avenza (mobile GPS application) and Bad Elf (GPS device), Garmin (GPS Device) for precise location tracking.
- Processed and analyzed archaeological data, including artifact identification and entry, site mapping, and the preparation of detailed Cultural Resource Inventory reports.
- Monitored and ensured compliance with safety standards, such as proper (PPE) Personal Protective Equipment, and preservation guidelines for cultural resource sites.
- Reviewed research, survey designs, and final reports for quality assurance.
- Led field operations as crew chief, providing training and guidance to field crews while adapting search strategies to varying terrains and project-specific location requirements.
- Provided recommendations for “determinations of effect” and “determinations of eligibility” in collaboration with district and forest archaeologists.
- Developed interpretive materials, including a ceramic analysis guidebook for the Passport in Time (PIT) Project for the Forest Service, which is aimed at public volunteers. This guidebook was used to teach over twenty volunteers’ hands-on ceramic analysis, identification, and preservation methodology.
- Managed and prepared (over 1,000) archival records for the National Archives and Records Administration (NARA), ensuring data quality and digitization.

- Recorded and assessed historic structures for National Register of Historic Places eligibility.

Work Experience

Position Title: Archaeologist (GS-0193-7)

Agency: USDA Natural Resources Conservation Service (NRCS) Caribbean Area

Location: Corozal, Puerto Rico

Dates: January 13, 2025 – February 18, 2025 (Laid off due to government workforce reduction)

Hours Worked per Week: 40

Total Hours Worked: 200

Supervisor: Mario Rodriguez, State Resource Conservationist

Supervisor Contact Info: mario.rodriguez@usda.gov | 787-452-5852

Can Contact: Yes

Duties and Responsibilities:

- Served as one of three archaeologists for the NRCS Caribbean Area, responsible for cultural resource compliance across Puerto Rico and the U.S. Virgin Islands.
- Conducted cultural resource compliance reviews for NRCS projects to ensure adherence to the Programmatic Agreement of Puerto Rico, Section 106 of the National Historic Preservation Act (NHPA), and National Environmental Policy Act (NEPA) regulations.
- Provided technical guidance and clearances for farming practices and land modifications, enabling agricultural producers to receive government funding while preserving cultural and historical resources.
- Aided NRCS planners in consultation with the Puerto Rico State Historic Preservation Office (SHPO), and other stakeholders to assess potential impacts on historic properties.
- Reviewed proposed conservation projects and conducted archaeological site assessments to determine potential risks to cultural resources.
- Utilized ArcGIS, Conservation desktop and GPS mapping tools to document and assess archaeological sites in compliance with NRCS and federal regulations.
- Prepared reports, correspondence, and documentation required for Section 106 compliance, ensuring timely review and approval of conservation plans.
- Assisted in developing and implementing mitigation strategies for sites potentially impacted by NRCS-supported agricultural activities.

Position Title: Archaeologist (Resource Assistant GS-0193-5/7)

Agency: US Forest Service

Location: Apache-Sitgreaves National Forest Supervisor's Office, 30 Chiricahua Dr, Springerville, AZ 85938

Program: MANO Hispanic Access Foundation Internship Program

Dates: January 29, 2024 – September 6, 2024

Hours Worked per Week: 40

Total Hours Worked: 1,280

Supervisor: Ingrid Mendoza, Forest Service Forest Archaeologist

Supervisor Contact Info: 808-796-0555, Ingrid.Mendoza@usda.gov

Can Contact: No

Upcoming Direct Hire Authority (DHA): Eligible for GS-7 as of September 2024

Duties and Responsibilities:

- Assisted forest and district archaeologists with archaeological surveys, documenting artifacts, and sites, and supporting site eligibility assessments using the National Register of Historic Places.
- Managed and curated Forest Service records for permanent archiving at the National Archives and Records Administration (NARA), including conducting assessments and re-digitization to enhance quality and accessibility.
- Analyzed, cataloged, and organized ceramics and lithics related to Mogollon and Ancestral Puebloan cultures, contributing to their understanding and preservation.
- Utilized Avenza Maps (Mobile GPS Application) to record archaeological sites, collect UTM data, identify elevations, and document local flora and fauna for field research support. I have also used 4x4 vehicles in the field.
- Recorded and photographed historic structures to assess their architectural integrity for National Register of Historic Places eligibility.
- Employed bearings and compasses for accurate site documentation and mapping, ensuring precise data collection and site assessment.
- Conducted extensive fieldwork (over 1,000 hours) in challenging terrains and outdoor environments, including mountainous regions at high elevations.
- Functioned as crew lead for Section 106 survey projects.
- Collaborated with project leaders, archaeologists, and team members to ensure effective data collection, project execution, and regulatory compliance.
- Performed artifact analysis, cataloging, and documentation aligned with project goals and regulatory standards, ensuring thorough reporting.
- Prepared detailed field reports, site records, and data summaries for submission to project sponsors and regulatory agencies, aiding in project documentation and compliance.

Position Title: Archaeology Technician

Agency: Topper Lab of the Southeastern Paleoamerican Survey (SEPAS)

Location: 1501 Pendleton St., Columbia, SC

Dates: January 2023 – December 2023

Hours Worked per Week: 20

Total Hours Worked: 1,040

Supervisor: Dr. Al Goodyear, III, Research Affiliate (retired)

Supervisor Contact Info: 803-576-6579, goodyear@mailbox.sc.edu

Can Contact: Yes

Duties and Responsibilities:

- Re-bagged, categorized, and processed artifacts from archaeological dig sites, including Pre-Clovis and Clovis lithic technology, ceramics, charcoal, and platinum dust, adhering to established documentation, preservation, and analysis protocols.
- Aided in Dr. Albert C. Goodyear III's research on the "Megafaunal Comet Hypothesis," which explores the impact of a comet or comet fragments on North America's megafauna and early human populations. Sorted, identified, weighed, counted, and categorized lithic materials from the Topper archaeological site to support this theory.
- Conducted detailed lithic analysis in the lab, focusing on Pre-Clovis and Clovis artifacts, to contribute to understanding early human occupation and technological development in the context of the megafaunal extinction event.
- Ensured accurate labeling, storage, and preservation of all artifacts according to lab standards, and prepared them for cataloging in the database.
- Located and rehoused artifacts for the reference collection, maintained an up-to-date inventory, and created reference collection labels to facilitate efficient identification and retrieval.
- Collaborated with team members to ensure smooth workflow, effective information sharing, and alignment with research goals.
- Generated regular reports on artifact processing and preservation activities for Dr. Goodyear, summarizing progress and findings.
- Managed general lab maintenance and cleanliness, including inventory management and notification to the Lab Manager regarding the status of incoming materials and supplies.

Position Title: Archaeology Technician

Agency: South Carolina Department of Natural Resources

Location: Parker Annex Archaeology Center, 2025 Barnwell Street, Columbia, SC 29201

Dates: June 2022 – July 2022

Hours Worked per Week: 40

Total Hours Worked: 320

Supervisor: Meg Gaillard, Archaeology Public Outreach Manager, Cultural Emergency Response Manager

Supervisor Contact Info: GaillardM@dnr.sc.gov

Can Contact: Yes

Duties and Responsibilities:

- Gained extensive exposure to various aspects of archaeology and related fields, including terrestrial and maritime archaeology, forensic anthropology, visual anthropology, public archaeology, museum studies, GIS, and disaster preparedness and recovery.
- Supported the South Carolina Department of Natural Resources Archaeology team in public engagement projects and research. Conducted fieldwork using Trimble GPR devices and performed laboratory tasks such as artifact washing, sorting, and processing.
- Acquired firsthand experience and practical skills in archaeological methodologies and practices.
- Adhered to established protocols and ethical guidelines for archaeological research and artifact handling.
- Documented historic houses and contributed to the preservation and analysis of cultural heritage.
- Collaborated effectively with professionals, researchers, and fellow interns, proving strong teamwork and communication skills.
- Presented findings and insights through written blogs and oral presentations, highlighting key achievements and outcomes from the internship.

Position Title: Archaeology Technician

Agency: South Carolina Institute for Archaeology and Anthropology - Maritime Research Division

Location: 1321 Pendleton St., Columbia, SC

Dates: February 2022 – June 2022

Hours Worked per Week: 20

Total Hours Worked: 480

Supervisor: James D. Spirek, South Carolina State Underwater Archaeologist

Supervisor Contact Info: 803-576-6566, spirekj@mailbox.sc.edu

Can Contact: Yes

Duties and Responsibilities:

- Developed and maintained a comprehensive research database of state underwater archaeology sites, ensuring accurate and accessible records for historical preservation and research purposes.
- Collaborated with the State Underwater Archaeologist to define priorities and establish strategic objectives for a media digitization project, aimed at preserving and modernizing historical records of archaeological sites and artifacts.
- Assessed, organized, and systematically scanned a diverse collection of old slides and images, implementing advanced scanning equipment and digital imaging software to convert physical media into high-resolution digital files.
- Maintained detailed records and metadata for each digitized item, including essential site information, artifact details, and historical context, while ensuring the preservation and integrity of delicate slides and images.
- Contributed to the development and implementation of standardized naming conventions and file organization, facilitating efficient retrieval, and referencing of digitized content.
- Conducted quality checks and post-processing tasks to enhance image clarity and readability, delivering exceptional digitized media outputs.
- Collaborated with team members and the State Underwater Archaeologist to integrate digitized media into a centralized database for streamlined access and research purposes.
- Adhered to data management protocols, ensuring data security and confidentiality, and participated actively in team meetings to provide insights and suggestions for process improvement.
- Maintained a well-organized workspace, overseeing the proper storage and archiving of physical media post-scanning to safeguard historical artifacts.
- Assisted in photogrammetry projects.

Internships

Position Title: Writer

Agency: Latin American News Digest (Remote)

Location: 2101 Peery Dr. Farmville, VA

Dates: September 2022 – January 2023

Hours Worked per Week: 20

Total Hours Worked: 400

Supervisor: W. John Green, Ph.D., Editor and Director

Supervisor Contact Info: johngreen@latinamericannewsdigest.com

Can Contact: Yes

Duties and Responsibilities:

- Rewrote and condensed underrepresented Latin American news articles into clear, well-written English, utilizing Microsoft Word and website editing software such as WordPress to enhance accessibility and awareness.
- Summarized diverse perspectives from Spanish, Portuguese, and English newspapers, applying proper English and Spanish grammar and writing conventions.
- Produced weekly articles, including structured sections or “News in Brief” items, ensuring timely and relevant content.
- Collaborated with the team to manage workload and meet deadlines effectively.
- Adapted to remote work settings, maintaining prompt communication via email, cell phone, or zoom.
- Utilized research skills to ensure thorough coverage and accurate reporting across various domains such as news, history, culture, politics, and archaeology.
- Note: This internship was unpaid.

Awards

Student Conference Funding Award, 2022, University of South Carolina

- Awarded for student conference travel to the Society for Historical Archaeology (SHA) 2022 Conference in Philadelphia.
- Received this award by writing an essay about my interest in underwater archaeology and Taino research.
- This experience allowed me to meet underwater archaeologists from around the world and learn about various projects, laws, and organizations in the field.
- During the conference, I was mentored by Dr. Roberto E. Junco, a National Geographic Explorer and Head of the Underwater Archaeology Office at the National Institute of Anthropology and History (INAH), Mexico.

Publications and Contributions

Linder Jr, J. A., Goodyear, A. C., Moore, C. R., Muller, A., & Holt, D. (2023). *Update on the Southeastern Paleoamerican Survey 2022-2023*. *Legacy*, 27(2), Fall. [Update on the Southeastern Paleoamerican Survey 2022-2023 \(sc.edu\)](#)

Contributions:

Engaged in the cataloging and re-curation of artifacts from the 1998 excavation at the Topper site, with a focus on Pre-Clovis artifacts found well below the Clovis occupation depths.

- Contributed to the processing and analysis of artifacts from the Northern Block excavation, which included 72 contiguous square meters of excavated units. My role included specific analysis of debitage and early evidence of occupation.
- Played a key role in the August 2023 excavation, which involved collecting sediment samples for Platinum analysis, supporting research related to the Younger Dryas Impact Hypothesis.
- Aided in managing lab operations, which included maintaining lab organization, and ensuring adherence to research protocols.
- Collaborated effectively with team members, including students and senior staff, to advance the goals of the SEPAS lab.

Certifications

Archaeology, Cultural Resource Management, and Preservation

Section 106 Essential Training, Advisory Council on Historic Preservation:

Completed essential training on Section 106 of the National Historic Preservation Act, which involves assessing the impact of federal undertakings on historic properties. This training covers compliance procedures, consultation processes, and preservation planning.

Cultural Resources Training Series, Part 1:

Completed Part 1 of the USDA NRCS AgLearn Cultural Resources Training Series, which is required under the Puerto Rico Programmatic Agreement (PPA). This training provides foundational knowledge on cultural resource laws, policies, and compliance procedures within NRCS conservation programs. It covers the National Historic Preservation Act (NHPA), Section 106 compliance, consultation with State Historic Preservation Offices (SHPO), and coordination with Tribal Historic Preservation Officers (THPO). The course also emphasizes the role of NRCS professionals in identifying, evaluating, and protecting archaeological and historic sites affected by conservation activities.

Project Archaeology: Investigating Shelter Virtual Educator Workshop:

Completed an educator workshop enhancing skills in archaeological education for grades 3 through 5. Trained in delivering a curriculum that integrates science, literacy, mathematics, social studies, and history through the study of historical and prehistoric shelter types and equipped with tools and strategies for effective teaching.

Museum Collections Documentation and Data Cleaning, Canadian Heritage Information

Network: Achieved certification in the management and documentation of museum collections, with an emphasis on data accuracy and cleaning processes. This course provided expertise in organizing, cataloging, and maintaining museum artifacts.

Environmental Compliance, Conservation, and USDA Programs

- Environmental Compliance for Conservation Assistance
- Environmental Regulations Overview
- USDA Cross Training Programs: NRCS Conservation Programs
- USDA Cross Training Programs: NRCS Conservation Technical Assistance Program
- USDA Cross Training Programs: NRCS Wetland and Highly Erodible Land Compliance
- USDA Cross Training Programs: NRCS Partners
- USDA Cross Training Programs: FSA Loan Programs
- USDA Cross Training Programs: FSA Programs
- USDA Cross Training Programs: FSA Noninsured Crop Disaster Assistance Program
- USDA Cross Training Programs: FSA Overview
- USDA Cross Training Programs: RMA Crop Insurance Cycle
- USDA Cross Training Programs: RMA Crop Insurance 101

Diving and Field Safety

PADI Advanced Open Water Diver:

Certified by the Professional Association of Diving Instructors (PADI). This certification includes advanced training in underwater navigation, buoyancy, and deep diving. It also involves completing specialty dives in areas such as Digital Underwater Photography, Search & Recovery, and Wreck Diving. The course enhances underwater exploration and research capabilities, allowing for exploration up to 30 meters (100 feet) and improved diving skills.

2020 Fleet Training - User Certification

Completed Fleet Training User Certification, focusing on the effective use and management of fleet vehicles, including operational procedures and safety protocols.

Cybersecurity and Information Security**CompTIA Security+ 701: (Pursuing, Anticipated Completion April 2025)**

Pursuing a CompTIA Security+ certification, demonstrating proficiency in essential cybersecurity concepts and practices. This certification covers network security, threat management, and risk assessment, ensuring a strong understanding of information security principles.

2024 FS-USDA Information Security Awareness Training

Completed Information Security Awareness Training provided by FS-USDA, which covers essential practices for safeguarding information and ensuring compliance with security protocols.

Farm Stress and Tribal Relations

- Farm Stress - Unit 1 - Managing Stress
- Farm Stress - Unit 2 - Communication with Distressed Farmers
- Farm Stress - Unit 3 - Suicide Awareness
- History of Federal Tribal Relationships Training

Accessibility and Compliance**Section 508: What It Is and Why It's Important?**

Completed training on Section 508, which addresses accessibility requirements for electronic and information technology to ensure compliance and accessibility for individuals with disabilities.

References

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