

Felix R. Collazo Helgeson

Email: Felixcolahelllolz@gmail.com | Phone: 803-404-7609 | Location: Columbia, South Carolina

Summary

Detail-oriented, bilingual (English/Spanish) professional with a B.A. in Anthropology and experience in archaeology, writing, and IT support. Proven ability to manage digital assets, conduct data entry and analysis, and support technical systems with Microsoft Office, ArcGIS, Photoshop, and Windows OS. Skilled in research, technical documentation, and bilingual communication. Currently pursuing CompTIA Security+ certification. Seeking a fully remote role in customer support, data entry, AI training, translation, or IT helpdesk.

Core Skills

- Bilingual Communication (English/Spanish)
- Chat & Email Support
- Windows OS Installation & Troubleshooting
- Microsoft Office Suite (Excel, Word, Outlook)
- Photoshop & Visual Documentation
- ArcGIS & GPS Mapping Tools
- Artifact/Data Entry & Cataloging
- WordPress & CMS Platforms
- Remote Collaboration (Zoom, Email)
- Digital Archiving & File Management
- Cybersecurity Awareness (Security+, FS-USDA)
- Google IT Support (In Progress – Anticipated Completion: August 2025)

Education

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

Minor in Geography • GPA: 3.71 (Cum Laude) • Dean's List (2021–2023)

Associate of Arts (A.A.) — Midlands Technical College (2020)

Professional Experience

USDA Natural Resources Conservation Service (NRCS), Corozal, Puerto Rico — Archaeologist (GS-7)
Jan 2025 – Feb 2025

- Reviewed conservation plans using federal databases (ProTracts, ArcGIS) to ensure legal compliance.
- Collaborated with farmers and planners to protect historic sites while enabling project approval.
- Prepared digital reports, documentation, and maps for federal cultural resource reviews.

US Forest Service, Springerville, Arizona — Archaeologist (Resource Assistant GS-5/7)
Jan 2024 – Sep 2024

- Conducted field surveys and digitized historic maps and records for public access.
- Led volunteers and staff in artifact processing, database cleanup, and digital archiving.
- Used ArcGIS, Avenza, and database tools to document site conditions and submit technical reports.

Latin American News Digest — Remote Writer (Intern)
Sep 2022 – Jan 2023

- Translated and summarized Latin American news articles for English-speaking audiences.
- Managed WordPress posts and collaborated remotely using Zoom and email.
- Delivered weekly bilingual content with focus on accuracy, grammar, and clarity.

Certifications

- CompTIA Security+ (In Progress – Anticipated Completion: September 2025)
- PADI Advanced Open Water Diver
- Section 106 Compliance Training (Advisory Council on Historic Preservation)
- Cultural Resources Training (USDA AgLearn)
- Museum Documentation & Data Cleaning (Canadian Heritage Network)
- Section 508 Accessibility Awareness
- FS-USDA Information Security Training