

# Kray Freestone

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Grand Rapids, MI

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## Education

### Grand Valley State University

Allendale, MI

- Frederik Meijer Honors College
- Bachelor of Science in Geography and Urban Planning
- Music minor

Fall 2016

### Relevant Skills

- Working knowledge of Python, SQL, HTML & CSS
- Proficient in ArcGIS & ERDAS
- Online mapping solutions such as CARTO and ArcGIS Online
- Proficient writer and researcher
- Proficient in Word, Excel, PowerPoint, and Outlook
- Automation of tasks with AutoHotkey scripts

## Internship Experience

### Grand Rapids Parks & Recreation

Grand Rapids, MI

*GIS Technician Intern*

June 2016-Dec 2016

- Collecting, verifying, and digitizing data through ArcGIS
- Field data collection with Trimble GPS
- Entering and editing information in geodatabases

## Work Experience

### Grand Rapids Code Compliance Division

Grand Rapids, MI

*Office Assistant II*

Jan. 2017-Present

- Managing code inspector's schedules
- Prioritizing daily tasks and the carrying out of work processes and procedures
- Answering questions and concerns of stakeholders in relation to Code Compliance
- Automation of tasks through a combination of Python and AutoHotkey scripts

### Main Street Planning Company

Rockford, MI

*Planning Technician, Contract Work*

April. 2017-Present

- Gather census data for municipalities
- Analyzing and visualizing data in Excel & Word through figures and tables

### GVSU Libraries

Allendale, MI

*Library Research Consultant*

Aug. 2015-May 2016

- Welcome students and manage schedules of other consultants
- Guide students through research questions, methods, and problems

### Kirkhof College of Nursing

Allendale, MI

*Student Assistant*

Aug. 2013-Aug. 2016

- Filing and scanning documents
- Answer phones and schedule appointments for students with their advisors

## Collegiate Involvement

### Urban Planning Association, Grand Valley State University

Allendale, MI

*Associate Member*

Aug. 2014-Dec. 2016

### InterVarsity Christian Fellowship

Allendale, MI

*M.C. and Large Group planner*

Aug. 2015-Dec. 2016