

Jordan Lessard

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Skills and Proficiencies

- ArcGIS
- QGIS
- SNAP
- Tableau
- Microsoft Office Suite
- Python
- HTML/CSS/JS
- SQL

Education

University of Southern Maine

December 2017

Bachelor of Arts in Geography-Anthropology, Specialization in Applied GIS and Geospatial Analysis
Gorham, Maine

Southern Maine Community College

May 2011

Associate in Arts Liberal Studies
South Portland, Maine

- Student Senate President, 2008-2010
- Dean of Students Distinguished Service Award, May 2010
- Leader of the Pack Award, December 2009/2010

Work/Internship Experience

Student Intern

September 2017- December 2017

Casco Bay Estuary Partnership

- Conducted GIS survey of streams in Casco Bay
- Identified potential hazards to fish passage and stream health
- Prepared draft atlas of the Casco Bay watershed and at-risk streams therein

Lab Proctor

GIS Lab, University of Southern Maine

September 2016 – May 2017

- Assisted students with GIS projects and homework
- Updated the Maine Digital Atlas
- Created map products for University clients

Cashier
R.S.V.P.

August 2015 – September 2016

- Operated cash register
- Stocked shelves

Asset Manager
Olympus Asset Management

March 2013 - Present

- Managed Real Estate portfolio of 100-125 properties from Listing to Closing
- Negotiated offers
- Interfaced with agents to ensure properties were being maintained and marketed
- Performed weekly task audits
- Made recommendations on pricing

Retail Employee
Maine Distilleries

September 2011-March 2013

- Answered phone calls and responded to emails inquiring about our products
- Maintained the cleanliness of the retail store
- Gave samples of our products to interested customers
- Restocked shelves as needed
- Worked the cash register and handled retail sales

Staff Associate, Center for Student Involvement and Leadership
Southern Maine Community College

September 2009 - April 2010

- Assisted students with starting clubs, recruiting new members, and planning activities
- Performed clerical duties such as making photocopies, organizing the office, and answering phones as required
- Distributed publicity regarding campus events and announcements

Resident Assistant
Southern Maine Community College

June 2009 - May 2010

- Advised residents through personal issues such as homesickness and relationship turmoil
- Created programs that facilitated residents to socialize and get to know each other
- Educated residents on a variety of subjects ranging from getting along with roommates to study skills
- Enforced campus and Residence Hall policies alongside Campus Security
- Assisted Police Officers, Ambulance Operators, and Fire Rescue personnel with Resident related issues

