**Cassi Southard**

*908-472-9483* ***|*** *southardc1@montclair.edu* ***|*** *Avenel, NJ 07001* ***|*** *www.linkedin.com/in/csouthard117/*

**Environmental Scientist**

**Environmental Science Graduate Student** with a broad background in geographic information system mapping, conservation management, and resource management; Highly organized with experience in Microsoft Office and ArcGIS Pro.

**Areas of Expertise**: MULTITASKING // organizational // Attention to Detail // EFFECTIVE COMMUNICATION

**EDUCATION:**

**Montclair State University (MSU)**, Montclair, NJ

Master of Science in Earth and Environmental Science Expected Graduation May 2023

GPA: 3.8/4.0

**Kean University,** Union, NJ

Bachelor of Science in Business Administration Dec 2014

Minor in Mathematics

GPA: 3.8/4.0

Dean’s List: Multiple Semesters

**TECHNICAL PROFICIENCIES:**

* **Languages** – ASL (Intermediate)
* **Applications** – Excel; Word; PowerPoint; ArcGIS Pro

**WORK EXPERIENCE:**

**Woodbridge Public Library,** Woodbridge, NJ Mar 2015 – Present

*Senior Library*Assistant

* Organize materials, maintain filing systems and thoroughly proofread documents
* Lead the training and scheduling of over 60 volunteers during summer programs
* Manage training and timesheets for the payment system
* Thoroughly inform public of account information and library activities
* Prepare brochures and informational resources for volunteer options

**Woodbridge Public Library,** Woodbridge, NJ Oct 2006 – Mar 2015

*Monitor*

* Organize and maintain library materials
* Consistently drive quality and effective distribution of materials and mail
* support clerical staff with customer service duties

**RESEARCH EXPERIENCE:**

**Department of Environmental Science**, MSU Jan 2020 – Present

*Project research and GIS map creation*

* Researched topics such as: coastal conservation. LID techniques, and water quality
* Created maps using ArcGIS software to visualize and assess flood risks associated with climate change