# Trevor Grayson

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# Career Objective

I am an outgoing college Junior looking for a fun and worthwhile, part/full time job related to GIS or Cartography. I am very open-minded and am willing to learn almost anything to complete a job.

# Education

University of Wisconsin-Madison, Madison, WI

*Expected graduation, May 2019*

* I am studying Cartography and GIS with a strong interest in applying spatial analysis to create captivating maps.

RELEVENT COURSEWORK

* Introduction to Cartography- Basic cartographic skills and graphic design
* Introduction to GIS- GIS principles and analyzing data sets
* Introduction to the City- Understanding relationships of how parts of the city work together and how their locations affect those relationships.

# Additional Skills

* Very familiar with both Windows and Mac operating systems.
* High amount of experience with Microsoft Office, Excel, Powerpoint, Outlook, Visio, ArcGIS, Adobe Illustrator and Photoshop, Google Suite, Wordpress.
* I have worked with/for my father for about ten years in the telecom/data industry setting up phones and running wires through various locations which required me to constantly learn new things and perform work unsupervised.

# Work Experience

S.C. Johnson and Son, Racine, WI

*Student Co-op, Jun 2014 – Aug 2015*

* Organize/manage files, distribute mail, and manage office supplies for roughly 50 people.
* Assist with projects such as consolidation of spreadsheets, shipping test products, and reviewing notes from meetings.

Merit Library, Madison, WI

*Student Help, Aug 2015 – Present*

* Greeting patrons and answering any of their questions/directing them to people who know more.
* Helping patrons find and check out books, as well as other equipment.

University of Wisconsin System Human Resources, Madison, WI

*Student Help, May 2017 – Present*

* Assisted GIS specialist in another departmant standardize map templates and symbols
* Manage files for incoming and current employees from all over the state.
* Update our department’s websites daily.
* Assist with creating and collecting data from online surveys.

# Volunteering Experience

* I was involved with Boy Scouts from sixth through twelfth grade. This entailed holding food drives, building wooden cabinets and stairs, as well as teaching younger scouts how to properly manage a campsite and coexist.