**ALEXANDRIA GAUCHER-LOKSTS** 613-327-6944

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SUMMARY OF QUALIFICATIONS

* 6 years experience working with data management including entering data, data collection, and data systems and report writing
* More than 10 years experience in Microsoft Office suite including Microsoft Excel, Word, Powerpoint, and Access
* 6 years experience in with various database softwares such as Oracle, Microsoft Access, and Q&A
* 3 years experience in Esri products including ArcGIS, ArcCatalog, ArcMap, and ArcPad as well some experience in Python and mapping using GPS tracking and remote sensing
* Bilingual- Fluent in French and English

EDUCATION

Bachelor of Science Majoring in Geology 2009-2017

University of Ottawa, ON

* Bachelor’s Thesis Title: Petrography of Inclusions from the Vredefort Granophyre, South Africa
* Completed courses in petrography (igneous, metamorphic, and sedimentary as well as ore deposits and mineralogy), field mapping, GIS, geomatics, and geochemistry as well as many mathematics courses including heavy calculus and statistics
* Completed projects in Climate Change (Distinguishing Milankovitch Patterns and their Relation to Climate Change throughout Time - allowed me to model and analyze many forms of data), GIS and Geomatics (Sudbury Shatter Cones- used GIS software to map and geolocate data received through GPS tracking, Beacon Hill Housing- used GPS tracking to collect data, used Stats Canada to get household income data to model in GIS software the urban planning of the area in relation to household income and location), various geological mapping projects using remote sensing, compasses and topographic maps as well as traverses, and a mineralogy project in planar deformation features of the Sudbury Impact Crater (Planar Deformation Features of the Sudbury Impact Crater)

WORK EXPERIENCE

Medical Office Assistant Nov 2018 – Present

Family First Health Centre

* Managed incoming and outgoing medical material for patients
* Transferred and relayed medical results and notes to patients as well as to the doctors
* Phoned and clarified prescription information with pharmacists and doctors

Collections Assistant Feb 2013 – Aug 2017

Geological Survey of Canada, Ottawa, ON

* Completed an individual project to create the foundation of a database through the digitization of information for mineral spindles in association with the National Mineral Collection
* Used Oracle, Microsoft Access, and Q&A database platforms to catalogue and track data
* Used remote sensing data to interpret geological map data and georeferenced, digitized and created sample location maps using ArcMap and ArcCatalog, and used ArcPad to represent data on maps in the process of being digitized
* Catalogued and managed data information on the National Collections of Canada using Microsoft Access, processed loans to clients for the National Mineral Collection and processed loans for the working collections facility using Oracle, and Q&A based databases
* Wrote reports and tracked data using Microsoft Excel and Word
* Assisted researchers and clients in retrieving data, information, and documents

Field Assistant (Associated with the University of Ottawa) July 2013 – Aug 2013

McBride, BC

* Measured and provided data to assist researchers for the creation of stratigraphic columns
* Analyzed, mapped and identified stratigraphic sections using remote sensing

Ice Hockey Camp Instructor June 2012 – Aug 2012

Katie Weatherston Hockey School, Ottawa, ON

* Taught children various hockey skills
* Led hockey drills on and off ice
* Organised large groups of children

Geoscience Lab and Office Assistant June 2011 – Sep 2011

Geological Survey of Canada, Ottawa, ON

* Used ArcGIS to georeference old traverse maps to obtain co-ordinates of various sample locations
* Performed geochemical analyses on many rock samples using a pXRF Analyzer
* Measured the magnetic susceptibility of various rock samples with a magnetic susceptibility meter
* Scanned field notebooks and made individual pdf files of each lithological description

Geological Assistant July 2010 – Sep 2010

Ministry of Northern Development, Mining and Forestry, Red Lake, ON

* Filed geological reports, and assessment reports
* Assisted in the geological mapping of an outcrop
* Assisted in field work of the Resident, District, and Assistant District geologists

Activity Leader June 2009 – Aug 2009

Education First, Montreal, QC

* Researched and organised daily activities to do around the city
* Planned daily activities in conjunction with student schedules
* Led large groups of students around the city

TRAINING AND CERTIFICATIONS

Certified Level 1 Ice Hockey Coach

Smart Serve

Class “G” Ontario Driver’s Licence

Standard First Aid with AED, Class “C”

Standard CPR

Fire Safety Training

Personal Protective Equipment Training

Working in Confined Spaces Training

PPE Fit Test

WHMIS 2015

AODA Training

AWARDS AND ACHIEVEMENTS

Geology Student Rep, University of Ottawa, ON 2014

Dumas Prize in Geology, University of Ottawa, ON 2011

Assistant Captain, Midget AA Gloucester Stars, ON 2009

Live it up Student leader, Cairine Wilson S.S., ON 2009

Captain, Cairine Wilson Wildcats School Track and Field Team, ON 2009

Captain, Cairine Wilson Wildcats School Hockey Team, ON 2008

SOLE leadership Program, Cairine Wilson S.S., ON 2007

EXTRACURRICULAR ACTIVITIES

* Ice Hockey- Former varsity athlete
* Rugby- Former varsity athlete
* Woodburning and pyrography enthusiast
* Computer and software enthusiast- building computers and building knowledge on software and computer hardware
* E-sports enthusiast and participant