

JENNIFER MINNICK

EDUCATION

- 1998 [Purdue University](#) West Lafayette, IN
Master of Science, Civil Engineering (Geodesy, GIS, Photogrammetry & Remote Sensing)
- 1992 [Virginia Polytechnic Institute & State University](#) Blacksburg, VA
Bachelor of Science, Civil Engineering (Structures & Surveying)

COMPUTER SKILLS

Operating Systems and Platforms: Windows, UNIX, DOS, and Apple
Software Applications and Programs: ESRI ArcMap/ArcEditor/ArcInfo, Illustrator, Photoshop, Google Earth, MovableType, WordPress, Dreamweaver, MapInfo, Microsoft Office, MS Project, Mail Order Manager (MOM), ERDAS Imagine, and many additional minor programs.
Languages: HTML, KML, JavaScript, Matlab, SQL, Visual Basic, C (Note: I am not a hardcore programmer – I learn things to apply to my own projects when necessary)

PROFESSIONAL DEVELOPMENT

- Publications: Three articles published in The Oxford Encyclopedia of American Food, Summer 2003
- The New School, “French 2”, Fall 2007
- New York University, “Personal Essay Writing”, Spring 2002
- The New School, “Finding Your Voice in Non-Fiction”, Fall 2002
- OSHA, Hazardous Waste Site Operations course, completed April 1999
- Licensed Professional Engineer - California License Number - C 57476, August 1997
- Archaeological volunteer, Earthwatch, August 1997
- Virginia Polytechnic Institute & State University, School of Architecture Europe Studies, Fall 1991

PROFESSIONAL EXPERIENCE

June 2006 – present, [Steady-As-She-Goes.com](#) (Self) New York, NY
Webmaster, GIS/GPS Cartography

- Coordinated and executed 6 month solo cycling trip through South America.
- Created, customized, and remotely maintained a website documenting the trip using MovableType blogging software and a variety of plug-in applications.
- Mapped the entire route using GPS and posted Google Earth kml/kmz file updates.
- Currently geolocating photos and creating Google Earth kml/kmz files.
- Managed all aspects of the trip including materials, hardware, logistics, charitable contributions and financing.
- Learned basic Spanish.

April 2004 – present, [Studley, Inc.](#) New York, NY
Sr. Manager, National GIS Services

- Evaluated, analyzed, and updated GIS map production processes.
- Developed a series of standard products using ESRI Arcview software.
- Translated methods into MapInfo for other offices.
- Provided mapping/GIS services to 5 offices nationwide.
- Implemented two new analyses: hotspots based on drive time and geographic site selection using weighted rankings.
- Assist/teach other offices when necessary and address ad-hoc requests.

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PROFESSIONAL EXPERIENCE (CONTINUED)

June 2002-April 2004, [Artisanal Cheese Group](#) New York, NY

Operations Associate, Assistant Cheese Manager, Cheesemonger

- Key member of operations team involved with all aspects of production.
- Evaluated and documented current methods in order to recommend changes in categories including, but not limited to, collateral, shipping, web design, and fulfillment.
- Selected, implemented and maintained the Mail Order Manager (MOM) mail order system.
- Generated analyses and general reports in Crystal Reports.
- Managed drop-ship programs.
- Directly involved with web design, web development and QA.
- Developed multiple work flow processes; revised inventory process and documentation.
- Decreased daily collateral processing time by 2 hours.
- Updated and re-instated invoicing procedures.
- Wrote copy for over a hundred cheese descriptions.
- Provided selection consultation for over 230+ cheeses (both public/retail and restaurant/wholesale), performed table visits, plated restaurant orders.

March 2000 – March 2003, [Urban Data Solutions](#) New York, NY

Resources Manager

- Developed and authored documents for client data collection and storage.
- Headed a team of 25 people in the Resources Department.
- Developed and documented procedures for data acquisition, processing of parcel geometry and parcel attribute data to meet internal criteria, and 2D specifications for third party conversion companies.
- Streamlined and documented a digital parcel creation and attribution process.
- Set and maintained schedules for digital basemap production.
- Established a file directory structure and paper file storage system.

February 1999 - February 2000, United States Environmental Protection Agency (US EPA) Chicago, IL

Research Analyst

- Generated customized maps and analyses for a variety of environmentally based projects with ArcView, Arc/Info, and ERDAS Imagine.
- Coordinated rectification/orthorectification projects. Used Global Positioning Systems (GPS) equipment and technologies to perform investigative site surveys and collect ground control points.
- Developed comprehensive help files on GIS base mapping for an in-house software product (FIELDS).

August 1997 – December 1998, Purdue University West Lafayette, IN

Teaching Assistant

- Taught: Surveying Lab.
- Planned course layout; researched materials and literature for lab.
- Set up laboratory for experimentation: calibration, demonstration and delivery.
- Lectured (3 sessions per week/up to 30 students per session), tutored individuals and groups.
- Selected/created and evaluated assignments, examinations and technical reports.

December 1993 – July 1997, [Parsons Corporation](#) San Francisco, CA

Assistant Project Engineer

- Assisted project managers and engineers in highway and transit design projects.
- Prepared preliminary and final design plans, highway geometrics, quantity and cost estimates.