

Sara Diercks

<https://saradiercks.com>

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Portland, OR

SKILLS

- Spatial analysis through basic SQL and spatial queries in ArcMap
- Advanced analysis through map algebra and other ArcToolbox applications
- Creating various map types using cartographic design principles
- Experience with digitizing, raster georeferencing, and geocoding
- Experience using PLS-CADD and MicroStation modeling software

EXPERIENCE

GIS Technician, NV5 Geospatial - Portland, OR

July 2019 - Present

- Model power line components for utility companies and perform analyses using those models
- Accurately follow clients' directive and specifications for task deliverables
- Ensure quality of files before, during, and after task completion
- Adapt workflow to support various projects and teams to meet shifting priorities
- Troubleshoot errors and assist colleagues in problem solving
- Participate in training on new software/tasks/procedures as needed

AR/Invoicing Clerk, Quest Nutrition, LLC - El Segundo, CA

Jan 2018 - March 2019

- Produced daily reports using Excel functions and distributed to Invoicing team
- Managed, researched, and prioritized customer accounts to ensure on time payment
- Learned and adapted to using new software during business transition
- Worked overtime and weekends to complete invoicing deadlines as needed

Post Production Assistant, ABC Studios - *Code Black* - Burbank, CA

June 2016 - Feb 2017

- Liaison between internal departments and external vendors
- Oversaw tracking of workflows to ensure on-time delivery of completed products
- Adhered to strict guidelines and procedures to ensure proper output specifications
- Created, updated, and distributed calendars and contact lists as needed

EDUCATION

Certificate GIS and Geospatial Technology, UCLA Extension, Los Angeles, CA

July 2018, 4.0 GPA

B.A. Communications - Mass Media, Salisbury University, Salisbury, MD

May 2007