

MARIQUITA E. RAEL

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OBJECTIVE:

Obtain a position in the AutoCAD Drafting and Geographic Information Systems (GIS) Mapping Industry.

EDUCATION:

ITT TECHNICAL INSTITUTE - ALBUQUERQUE, NM

- Associate of Applied Science Degree in Computer-Aided Drafting and Design Technology.
- Obtained a Perfect Attendance Record while maintaining a cumulative GPA of 3.5.
- Graduated in March 1998.

QUESTA HIGH SCHOOL - QUESTA, NM

- Graduated in Top 10 of Senior Class.
- Achieved Honors' Roll and Principals' Roll throughout high school.

PROFESSIONAL SKILLS: *Computer-Aided Drafting & Design; GIS*

- Proficient with AutoCAD 2009 Drafting Software, including experience in manual drafting.
- Proficient with ESRI ArcEditor 9.2 GIS (Geography Information System) Mapping Software.
- Experience and knowledge using Trimble GPS Unit, Pathfinder Office, and TerraSync software to download field data and add to GeoDatabase.
- Familiar with conventional surveying system and conventions. Knowledge in drafting fields of surveying, engineering, architectural, mechanical, civil, electrical, pipe processing, structural.
- Recent courses I have completed include: Creating and Editing Parcels, Introduction to ArcGIS I, Introduction to GIS, Creating and Editing Cartography, Access 2000, Microsoft Excel. Also while in Florida I received my Certificates of Completion for the following courses through the Manasota Surveying Chapter: History of Surveying, Minimal Technical Standards for Surveying Technicians, Fundamentals of Surveying Mathematics, Understanding Legal Descriptions.
- Studied Geometry, Algebra I and II, Trigonometry, Written Communications, Oral Communications, Economics, Sociology, Physics, and Project Management at ITT Tech.
- Strong written and verbal communication skills, able to work individually or with groups.
- Able to acquire satellite imagery, topography, soil types, water sources, etc. via the internet.

WORK EXPERIENCE:

VILLAGE OF ANGEL FIRE, COMMUNITY DEVELOPMENT DEPT. – Angel Fire, NM

GIS Technician, June 2004 – May 2008

Worked daily with ESRI Mapping and AutoCAD Drafting software. Design, operate, manage, maintain the Geographic Information System (GIS) Database. Coordinate GIS activities among Village Dept's and other organizations. Prepare general planning maps, provide technical assistance to all departments and contracted engineering firms. Use AutoCAD to draft line work, export to spatially correct shapefiles. Create, improve digital GIS and AutoCAD data, drawings, and graphic illustrations; plot maps. Update parcel database with data from various departments and online resources. Prepare maps for public, village council, co-workers. Used GPS Trimble unit to collect and download field data into the Database. Used ArcEditor 9.2 and AutoCAD Map 3D 2008.

TOWN OF TAOS, PLANNING & ZONING DEPT. - Taos, NM

Development Review Coordinator, February 2003 – February 2004

Provided zoning, building, code information, violations, animal control, UBC, blueprints, land use, and other applications to public, transferred to appropriate personnel. Working relationships with contractors, developers, architects, engineers. Processed building permits, input to database, scheduled field inspections, issued certificates of occupancies. Prepared monthly reports for director, council members, mayor, town manager, NM Regulation & Licensing Dept., US Census Bureau.

Worked with ArcView GIS mapping software, providing maps, aerials to the public and to co-workers.

RIO GRANDE SURVEYING SERVICE - Taos, NM

Survey AutoCAD Technician, July 2002 – February 2003

Received field data from survey crew, used to produce surveys such as Improvement Location Reports and Boundary Surveys. Used GPS and COGO data to perform job duties, worked with Title Companies in getting client and property information. Courthouse research was done which consisting of researching property descriptions. Used AutoCAD Land Desktop software package.

BRITT SURVEYING, INC. - Sarasota, FL

Survey AutoCAD Technician, December 2000 – June 2002

Rec'd field data, produced land-surveying services to the private and public sectors. Drafted mortgage, boundary, spot, final, update surveys, stake outs; worked on subdivision and condominium plats, topographic surveys, mean high water studies, large acre parcels, and the preparation of surveys for homebuilders.

DREW BRANCH SURVEYING & MAPPING - Sarasota, FL

Survey AutoCAD Technician, May 2000 - December 2000

Received field data from survey crew, along with subdivision plats, then utilized that information to draft surveys such as: lot & block, metes & bounds, house locations, ties to property corners.

REFERENCES: Available upon request.

Work portfolio also available upon request.