

James McGuire

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Summary

I am a talented systems analyst with over eight years of experience with GIS in local government and consulting. I developed hundreds of maps for a wide variety of clients and senior staff while collaborating with different departments. I am looking forward to expanding my skills and proficiencies through new career challenges and opportunities.

Technical Skills

ESRI ArcGIS Desktop, ESRI ArcGIS Online, SQL, Microsoft Excel, Microsoft Word, Microsoft Visio

Professional Experience

CHA Consulting • Silver Spring, MD • Distribution Planner • December 2019 – Present

Reliability Improvements

- Produces technical designs in ArcGIS Desktop for client and various third parties.
- Utilizes workflow manager in ArcGIS to streamline mapping process and material requisition.
- Adheres to strict graphical standards set by client while meeting project deadlines.
- Reconciles any inconsistencies after quality assurance check.
- Effectively and openly communicates with management on issues and obstacles.
- Reviews, updates, and edits reference documents and guides for staff use.

Reconciling Assets

- Examines project folder packets to determine if recent construction work has been reflected in both GIS and financial software.
- Resolves any discrepancies and appropriately updates GIS and financial software.
- Examines project expenditure reports to confirm material quantities match dollar amounts.

Cuyahoga Land Bank • Cleveland, OH • GIS and Research Technician • April 2013 – May 2019

Internal Research

- First GIS and Research Technician for government-purposed non-profit development organization focused on reducing blight and supporting community goals in the greater Cleveland metro area.
- Represented delinquent and blighted property research on paper, webmaps using ArcGIS Online, and Story maps that are used by staff, management, constituents, developers, city and county council members to aid in informed decisions.

Land Affidavit Management

- Screened incoming properties from tax foreclosure pipeline and prepared over 100 land affidavits per week for foreclosure cases.
- Managed field occupancy inspectors and held weekly meetings to evaluate inspections and correct any errors.

Special Projects Team

- Contributed to weekly meet-ups with teams and individuals from different departments, including organizational leadership.
- Worked with dynamic organizations including for-profit, non-profit, religious, local arts groups, environmental, and governmental entities.

Education

Cleveland State University, Cleveland, OH
Bachelor of Arts in Urban Studies, Certificate in GIS, December 2012