

Gabriela Hernández Beltrán

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Permanent U.S. Work Authorization (Greencard Holder) • No Visa Sponsorship Required

PROFESSIONAL SUMMARY

GIS specialist with experience in creating maps and graphs using GIS software, including gathering, analyzing, and integrating spatial data as well as GPS data collection and processing

Key Skills:

- Expertise in the application of GIS technology to land use planning, including field mapping, data collection and processing; digitizing & creating features; assigning attribute data; analysis & management of data, vector & raster information
- Excellent cartography skills, including management of coordinate systems, projections and scales, map design, printing & plotting small and large format maps.
- Proficient in ArcGIS 9.3 (ArcView, ArcMap, ArcInfo workstation), GPS, AutoCAD, AutoCAD Map, Civil CAD, Corel Draw, Adobe Photoshop, Erdas, MS Office Suite (Word, Excel, Access & PowerPoint)
- Fluent in English, native in Spanish, conversational knowledge of Italian & French

PROFESSIONAL EXPERIENCE

Cartographic Products Manager, Cartography Department

Apr. 2002 – Dec. 2010

State Government of Querétaro, Querétaro, México

State Government serves 18 municipalities and 2 million people; Cadastral Office operates 5 regional offices across the state with 100 employees, with 22 employees in Cartography Department

- Designed & printed maps using ArcGIS 9.3, including annual map of state & 2 municipal maps per municipality; success of official maps led to requests from state & local government employees for creation of city & town maps, topographical maps, & field work maps for various internal & external use
- Performed clean-up of AutoCAD files, exporting layers to shape files, assigning attribute data, reviewing and adding the information using ArcGIS 9.3, and reconciling geographic information and database using an Oraclebased system
- Assisted in planning major aerial photography project that takes place every 5 years and maps entire state (4,511 sq mi); succeeded in updating aerial maps using ArcGIS 9.3 & detected unregistered buildings, resulting in increased property tax revenue collect by the 18 municipalities
- Managed team of 2 surveyors & scheduled 7-10 daily land survey requests from government employees as part of project to maintain state's geographical data, using Survey Equipment, CivilCAD, AutoCAD Map, and ArcGIS
- Acting Manager during supervisor absence; resolved problems, assisted need of 20 coworkers and provided training in GIS

Architecture and Cartography Project Designer

May 2000 – Oct. 2002

GPI (Architectural, Design & Urban Projects Company), Querétaro, México

One of the first companies in Querétaro to use CAD, 3D Technology on Architectural Projects, and Arc GIS Technology on Urban Planning Projects

- Transferred geographical data compiled by urban planning specialists from AutoCad into Corel Draw to prepare maps for publication; resulted in 7 zoning maps available for public purchase
- Gathered & processed information to obtain thematic maps & statistics; coordinated team of 7 in 3 urban planning project and supplied maps & materials for field work
- Estimated costs for two completed 2-story, 4 classroom school buildings in order to fix previous estimation error; succeed in fixing error and ensured correct payments given to contractor

Municipal Government of Querétaro, Querétaro, México

Jul. 1993 – May 2000

Largest Municipality in the State of Querétaro, serving 1 million people, or half of the state's population

Geographical Information Systems Analyst

Jul. 1997 – May 2000

Urban Development and Public Works Department, Querétaro, México

- Developed 4 major geographical information projects using AutoCAD and ArcView:
 - Risk map showing fault lines in Santiago de Querétaro
 - Map of Parque El Cimatario denoting 9 sq mi of natural protection area
 - Map of informal commerce on the streets downtown Santiago de Querétaro

- Map of monumental advertisings as a request from the department in charge of the permits
- Managed the GIS system, including fielding requests for geographical information from contractors; required transcribing data into AutoCad for use by various contractors
- Researched geographical information and created maps using ArcView by request for employees across all government departments to aide in their daily tasks
- Handled administrative logistics for the 5 year aerial photography project (1998) by organizing meetings to gain public support & funds; successfully gained government approval to move forward with project
- Instructed & coordinated 5 people in the use of ArcView; resulting in more widespread knowledge and use of the technology

Geographical Information Systems Analyst

Aug. 1996 – Jul. 1997

Financial Planning and Cartography Department, Querétaro, México

- Participated on geographical information project about streets names and all utility information related to them

Urban Planning Project Coordinator

Oct. 1994 – Aug. 1996

Urban Development and Public Works Department, Querétaro, México

- In less than 3 months, learned state government's process of issuing land use certificates & replicated process at municipal level; successfully organized & trained a team of 3 resulting in ~20 daily applications processed for land use certificates
- Assisted 10-20 daily internal and external user requests in absence of department manager
- Organized reviews between 3 managers and 7 contractors for seven urban planning projects

Subdirector Assistant

Jul. 1993 – Sep. 1994

Urban Development and Public Works Department, Querétaro, México

- Participated on 1994 Urban Development Plan for Querétaro City, a one year project with a team of 5 representing municipality with guidance from the federal and state levels; successfully created official document regulating city land use

ADDITIONAL WORK EXPERIENCE

Janitor

Jun. 2011 – Present

Able, San Francisco, CA

Geography Instructor

Jan. 2005 – Dec. 2010

Procuraduria General de la Republica, Querétaro, México

- Invited 1-2 times a year to teach 20-hour course on regional geography (2 hour daily classes for 2 weeks) for new police students; taught 8 groups of 20 police students

Volunteer

May 1999 – Sep. 2010

Dog and Cat Rescue, Queretaro, México

- Rescued dogs and cats in risk from streets and careless owners; spayed, neutered and gave medical attention and treatments as well as home care

EDUCATION & TRAINING

B.S. in Architecture, 1992

National Polytechnic Institute, México

Accredited by the Secretaría de Educación Pública

Basic Photography Course, 2008

Universidad Autónoma de Querétaro, México

The main university of the State of Querétaro; accredited by the Secretaría de Educación Pública

Arc GIS Courses, 2002, 2003, 2004 & 2005

Sistemas de Información Geográfica Sociedad Anónima, México

Environmental Systems Research Information (ESRI)'s authorized distributor in México, based in México City

Diploma in English, Italian & French, 1985-1989 & 1994

Universidad Autónoma de Querétaro, México

The main university of the State of Querétaro; accredited by the Secretaría de Educación Pública