

MELISSA A. GUILBEAU

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- EDUCATION:** LOUISIANA STATE UNIVERSITY, Baton Rouge, LA, May 2001
Degree: Bachelor of Arts Major: Geography GPA: 3.51 Major GPA: 3.77
Courses (Hours): Geography (37), Architecture (20), Management (6),
Geology (8), History (9), French (14)
Projects: Interstate Culture: the impact of the Interstate on the city
- EXPERIENCE:** GEOGRAPHIC INFORMATION TECHNICIAN, C-K Associates, GMD Division,
Baton Rouge, LA (05/2000-present)
Processed GIS data for the DEQ-SWAP project, including the use of Pathfinder,
Microsoft Access, Paint Shop Pro and ArcView; implemented processes that
assisted in getting ahead of schedule on the DEQ-SWAP project, including a
macro and a list of abbreviations; located and manipulated aerial photographs
and quadrangles for use in projects; digitized line features; queried databases;
designed layouts; organized digital files.
- ASSISTANT SECRETARY, Law Office of Paul R. Matzen, Baton Rouge, LA
(08/1999-05/2000)
Managed client files, including medical, legal and personal records; transcribed
legal documents and letters; delivered legal documents to courthouses and
lawyers; managed telephone calls.
- SUPERVISOR, BREC, Highland Road Park, Baton Rouge, LA
(05/1999-08/1999)
Supervised the care of children; resolved disputes; encouraged interaction and
activity; interacted with children in the form of games.
- SALES ASSOCIATE, Sears, Roebuck & Co., Mall of Louisiana, Baton Rouge, LA
(10/1997-03/1999)
Assisted customers in the home improvement division, especially paint; designed
shelf layout in the paint area; managed signing; stocked shelves.
- OTHER, Salesperson, Producer, Waitress, In-Coming Calls Processor
- SKILLS:** **Computer**
ArcView 3.2 (standard GIS), ERDAS Imagine 8.4 (modeling, interpreting),
Pathfinder 2.51 (exporting), Microsoft Access (tables, queries), Word,
Powerpoint, Outlook (mail organization, calendar), Paint Shop Pro 7.0 (photo
manipulation), AutoCAD Land Development (line generation), Macro Magic
(macro design and utilization), MrSID Viewer (photo export)
- AWARDS:** Dean's list; Customer Service Award (Sears).
- INTERESTS:** Improving the livability of the city through land use and transportation
management; encouraging the universal equality of women.