

# Anna McGraw

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## EDUCATION

**University of Minnesota, Minneapolis, MN**  
Master of GIS

**Expected Graduation May 2019**

**Hamline University, St. Paul, MN**  
Bachelor of Arts, Major in Anthropology, Minor in Religion

**May 2012**

## WORK EXPERIENCE

### C-MAP

**May 2017-Current**

GIS Quality Control Engineer

- Review aquatic geospatial data uploaded by customers for interpolation precision
- Create bathymetry, vegetation, and sediment maps using ArcMap
- Edit shapefiles of waterbodies with QGIS

### McGraw Archaeological Research

**2015-Current**

Sole Proprietor

- Perform literature research for archeological companies located outside of Minnesota at the Minnesota Historical Society, Minnesota Department of Natural Resources, Minnesota SHPO office and Borchert Map Library
- Locate archaeological and architecture site files
- Find plat maps, aerial maps, topographic, and General Land Office (GLO) maps of areas where survey is to be completed

### Wicked Wort Brewing

**November 2016-August 2017**

Taptender

- Serve customers and give them recommendations
- Keep work areas clean
- Use cash register to complete orders
- Close down cash registers and count tips

### Commonwealth Heritage Group, Milwaukee, WI

**April 2014- October 2016**

Archaeological Field Director/Field Technician/GIS Technician

Archaeological Research Assistant

- Lead crews of 1-3 people in archeological surveys in National Forests in MN, WI, and MO and WI DOT road expansion projects
- Wrote daily reports of surveys
- Analyzed projects, created timelines and daily plans for multiple crews
- Communicated with bosses and public about project guidelines
- Worked outside in extreme conditions and walked up to 10 miles a day
- Mapped sites and navigated with a Trimble GIS unit using Terrasync
- Completed archeological site documentation and mapped sites by hand

### AME Community Services, Cokato, MN

**January 2013-May 2013, October 2015-April 2016**

Administrative Assistant

- Technical writing, revision of policy manual and website.
- Compiled data from Quickbooks Pro to complete federal surveys
- Completed client billing for the state of Minnesota
- Filled out State and Federal taxes for over 45 clients

### AME Community Services, Cokato, MN and New Hope, MN

**2005-2010, January 2013-April 2015**

Direct Support Professional

- Provide support to adults with Prader-Willi Syndrome and other developmental disabilities
- Communicate with consumers so that they understand what they need to complete each day, work on solutions with consumers to meet their goals when they communicate they have trouble completing a task
- Promote positive relations among consumers, family, coworkers, and supervisors

**Fort Union Trading Post NHS, Williston, ND**

**September 2012- December 2012**

- Catalogued and identified over 1,500 historic items from the 19<sup>th</sup> century using NPS Re-discovery
- Artifact photography of over 500 artifacts
- Designed an exhibit “Archeology of the Bourgeois House,” with 45 artifacts for the visitor center
- Library research of the cultural and historic aspects of Fort Union Trading Post
- Worked with site maps, original field notes, and artifact catalogues from the 1960’s excavations

**Minnesota Historical Society, St. Paul, MN**

**February 2012 -May 2012**

Archeological Collections Management Intern

- Inventoried and photographed over 10,000 archeological items
- Received training in MHS Collections Management Systems

**SKILLS**

- Computer Programs
  - ArcMap
  - ArcGIS Pro
  - QGIS
  - EDRAS Imagine
  - Microsoft Office
  - Terrasync for Trimble
  - Adobe programs, Illustrator and Photoshop
  - Quickbooks Pro
- Creative problem solver
- Coordinating and managing project logistics