



**BKS Environmental
Associates, Inc.**
Gillette, Wyoming

TRACY SPELTS, GISP

GIS SPECIALIST, VEGETATION TECHNICIAN

EDUCATION

Bachelors of Arts, B.A.
Geography, Emphasis in
Environmental Science, University
of Iowa, 2003

Courses included various GIS and
ArcView training, EIS analysis,
natural resource policy and
computer management.

CERTIFICATION & MEMBERSHIP

GIS Professional Certificate
February 2009

Mine Safety and Health
Administration, Experienced Miner
Annual Refresher, (MSHA)
January 2009

Introduction to ArcGIS 1
WyGISC 2005

ArcGIS for Natural Resources
Applications
WyGISC 2005

CONFERENCES

Rawlins Semi Annual Oil and Gas
Conference
February 2009

PAW Reclamation Conference
December 2008

SWUG – Southwest Users Group
GIS
October 2008

ESRI Northeast Wyoming GIS
Users Conference
May 2008

ESRI International GIS Conference
June 2006 and 2007

SKILL SUMMARY

ArcMap and Catalog 9.3.1 and previous versions

Arc Editor, ArcPad 7.0.1, ArcHydro, ArcSDE, Digital Elevation
Modeling, Database Connections for ArcView SQL Data Queries

Auto CAD 3D 2008 and Arc2CAD 5.0

GPS- Trimble Units (Hand Held, GEO-XT, XH, JUNO, Garmin Units

Remote Sensing with use of topographic, orthophotoquad and color
infrared maps

Vegetation monitoring (cover, production, shrub density)

(T&E) plant species surveys and habitat surveys

Marketing

PROFESSIONAL EXPERIENCE

BKS Environmental Associates, Inc., Gillette, Wyoming

6/2008 - present: Mapping Specialist, Vegetation Technician
Responsibilities in this position include all aspects of analyzing,
creating, and editing maps using ArcGIS 9.3.1 and AutoCAD 3D 2009.
Gathering and GIS analysis of Mobile GIS and GPS data.

Also includes baseline soil & vegetation assessments, reclamation
monitoring and environmental compliance assessments, historical
literature review, data gathering, map review and/or preparation, field
sampling for vegetation and wetland monitoring on reclaimed lands
and/or areas for baseline assessment for development, results analysis
and data presentation/report completion are included. General
marketing at career fairs and industry expositions.

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2006-June 2008: GIS Specialist/Mapping Coordinator
Responsibilities in this position included creating maps using ArcView
9.2 for permitting, compliance/various sampling, field verification, and
areas of operation, POD, WMP, construction footages, and as-
built/One-Call. Also included delineation of watershed boundaries and
watershed characteristics using a ArcHydro Model. Delineated work
load, managed 3 employees and various others in the GIS department,
POD inspections reconnaissance and GPS equipment use and
maintenance. Managed the GIS Storm Water Pollution Prevention Plan
(SWPPP) process and data collection.

2004-2006: GIS Specialist/Assistant Coordinator

Responsibilities in position are same as mapping coordinator pertaining to map creation, editing and analyzing. Delineated workloads, overseeing and training for two employees and various others for GIS, POD inspections reconnaissance, and GPS equipment.

2003-2004: GIS/Field Technician

Responsible for Wyoming Pollution Discharge Elimination Systems (WYPDES) and Baseline Water Quality (BWQ) sampling and monitoring outfall, reservoir and ground water locations. Performed environmental assessment for and data review documentation.

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2003: Field Technician

Sampled and analyzed vegetation coverage and species identification for reclaimed land and/or areas for baseline assessment for development.