

DONNA M. CHESNUT

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SUMMARY OF SKILLS

Highly skilled Geographic Information Systems (GIS) Analyst with experience in the fields of civil engineering, historic preservation & archaeology, banking and municipal government. Ms. Chesnut brings exceptional value with demonstrable skills in the following areas:

- Geospatial Data Modeling / Spatial Analysis
- Asset Management
- Market Analysis and Site Selection
- Grant Writing and Grant Administration
- Project Management
- Procurement and Contract Administration

ACCOMPLISHMENTS

- Modeled the Town's drainage systems and performed advanced geospatial data modeling and analysis during high rain events which resulted in the identification of drainage improvement projects to reduce flooding and increase performance of storm water systems.
- Secured and managed \$550,000 grant for the Town of Amherst Safe Routes to School (SRTS) Program designed to provide education, encouragement, evaluation, enforcement and engineering activities to schools in the Williamsville School District.
- Designed, implemented and managed a specialized historic preservation project that trained Town of Amherst masons in historic preservation methods. Due to this training, restoration work can now be performed with in-house staff, resulting in significant cost savings.

EXPERIENCE

Geographic Information Systems (GIS) Analyst

Town of Amherst, Engineering Department, Williamsville, New York (December 2001 – December 2009)

- Performed geospatial data modeling, queries and data analysis using advanced spatial analysis and cartography software. This analyses are critical for emergency response planning, drainage modeling, project design, asset management, Capital Improvement Project (CIP) planning, grant applications and public presentations.
- Utilized GPS and traditional survey methods to collect and analyze primary data as well as acquisition and analysis of secondary data sources from both digital and non-digital formats.
- Grant writing and administration.
- Project management of civil engineering projects from the planning and design phase through construction and project close-out, with a specialization in historic preservation, storm water drainage, parks, playgrounds and recreational trails.

- Issued Request for Proposal/Qualifications (RFP/Q), Request for Quotes (RFQ), reviewed proposals, awarded and managed consultants and contractors contracts, procurement of materials.
- Prepared Map, Plan & Reports and Standard Operating Procedures (SOP's).

GIS & Market Research Analyst

Verdi & Company, Buffalo, New York (October 2000 – November 2001)

Analyzed and mapped customer and financial data in a Geographic Information Systems (GIS) environment. Researched demographic characteristics, identified market trends, and performed site selection for clients in banking and public utilities industries.

Crime Analyst Intern

Regional Community Policing Center, Buffalo, New York (October 2000 – January 2001)

Utilized Geographic Information Systems (GIS) software to analyze and map crime and socio-economic data relevant to community policing programs.

Graduate Assistant

University at Buffalo, General Education Program, Buffalo, New York (February 2000 – September 2000)

Maintained database of courses and created “block schedules” for 2,800 incoming freshman students.

Research Analyst (Staff Archaeologist & Cartographer)

University at Buffalo, Archaeological Survey, Buffalo, New York (January 1993 – February 2000)

Directed field excavations, processed, analyzed and cataloged historic and prehistoric artifacts, drafted maps, unit profiles and excavation site layouts, conducted historic research, assisted with the report writing and publishing of the results in the Reports of the Archaeological Survey (RAS) series.

EDUCATION

University at Buffalo

M.S. Degree: Geographic Information Systems/Archaeology (2001).

B.A. Degree: Anthropology (1994).

Erie Community College

A.A.S. Degree: Business Administration (1990).

CERTIFICATIONS

Grantsmanship Training Program, Buffalo, New York (2008).

Construction Inspection School, Syracuse, New York (2003).

COMPUTER SKILLS

ESRI ArcGIS (ArcMap, ArcCatalog, ArcToolbox, Spatial Analyst, 3D Analyst), Pictometry, Orthoimagery, Autodesk AutoCAD, HEC-GeoRAS, HEC-RAS, Microsoft Office (Outlook, Word, Excel, PowerPoint, Access).