

Juan D Duque Villa
Gainesville, FL, 32607

<https://www.linkedin.com/in/juan-villa-a61704126/>

QUALIFICATION SUMMARY

- Experienced in Microsoft Office Suite, ARCGIS, and RStudio
- Secret Clearance
- Experienced in leadership, individual and team settings
- Skilled in HR, time management, and conflict resolution
- Trained in administrative and clerical duties

EDUCATION AND TRAINING

University of Florida Gainesville, Florida
Master of Science, Geography, 3.81 GPA January 2022 – To Present

- Graduate certificate in Digital Geography and GIS

University of Florida Gainesville, Florida
Bachelor of Arts, Political Science, 3.34 GPA August 2017 – December 2020

- Army ROTC, Billy Mitchell Drill Team
- History Minor and International Relations Certificate
- Dean's List Fall 2020

Palm Beach State College Lake Worth, Florida
Associates of Arts, Political Science, 3.8 GPA August 2015 - July 2017

- Phi Theta Kappa honor society
- President's list for maintaining 3.8 GPA or higher in each semester
- Graduated Summa Cum Laude

PROFESSIONAL EXPERIENCE

Michigan Geological Survey Michigan, USA
Research Assistant I July 2022 - Present

- As a triage project team member, reviewed and mapped location of groundwater wells in the state of Michigan, according to county, for digital input into the State of Michigan's statewide groundwater database for location accuracy.
- Used historical well logs from the 1950s through the early 2000s in the identification and correction of well data in Michigan's database.
- Utilized a variety of mapping tools through ArcGIS Online and GIS techniques such as georeferencing to validate the location of groundwater sources.

National Guard Sarasota, Florida
Second Lieutenant/Platoon Leader March 2018 – Present

- Completion of Army Basic Officer Leaders Course.
- Acted as the Assistant Liaison Officer, responsible for tracking over 240 Servicemembers assigned through the state of Florida, to include handling pay, hardship requests, transportation, and processing of administrative paperwork.
- Trained and certified in HR Professional Program (IPPSA) to provide HR capabilities to the U.S. Army and Soldiers in reconciling administrative and pay inquiries.
- Organized the distribution of supplies during Federal activation in Washington D.C. as part of a rapid response taskforce by the National Guard and assisted both State and local Law Enforcement in security operations.

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- Assisted in administrative and logistical operations during COVID testing operations in Broward County, Florida for mobile testing sites and medical facilities.

Academic advising, Palm Beach State College

Palm Beach Gardens, Florida

Student Assistant

August 2016 - August 2017

- Assisted students and visitors in the academic advising office.
- Organization of sensitive student information in compliance with state and federal law.
- Planned and coordinated events to raise student engagement on campus.
- Utilized Microsoft Office suite to perform administrative duties in support of academic advising.