

# TAYA A. FIELDS

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## SUMMARY

Aspiring GIS Analyst with a strong foundation in Geographic Information Systems and Geosciences. Experience as a GIS Analyst and MAOP Engineer with Ricoh USA, leading a successful validation project for Southwest Gas, achieving high efficiency and accuracy. Former Intelligence Analyst in the US Army, skilled in data analysis and mapping. Eager to leverage GIS and geosciences expertise to contribute to environmental engineering projects.

## SKILLS

- Geography, Geosciences, Geographic Information Systems, GIS, Intelligence Analysis, Medical Billing and Coding, Medical Scribe, Emergency Medicine, Dermatology, Family Medicine

## EXPERIENCE

### Scribe America

Aug 2021 - Aug 2023

*Emergency Medicine Medical Scribe*

*Remote*

- Ensured patients' medical charts were up to date containing appropriate and precise information regarding comorbidities and reason for visit (HPI and constitutional lists)
- Update and collaborate with the provider and other staff of any information missed, potential referral updates, and data.
- Worked remotely and in-clinic; used EPIC

### US Army National Guard

May 2016 - Feb 2018

*MULTIPLE 35F Intelligence Analyst*

- Received an honorable discharge due to family hardship, with AER relieving me of service
- Participated in the Recruit Sustainment Program (RSP) in Arden Hills, Minnesota, enhancing readiness for future assignments
- Completed Basic Combat Training (BCT) at Fort Sill, Oklahoma, serving as squad leader and achieving sharpshooter status with a perfect score of 40/40

### Ricoh USA

Apr 2018 - Aug 2021

*GIS Analyst*

*Tucson AZ*

- Collaborated with Southwest Gas on the Validation Project, utilizing Geographic Information Systems to enhance data accuracy
- Completed the Validation Project two years ahead of schedule, improving operational efficiency and resource allocation
- Exceeded office quota by mapping over 400 facilities per day, significantly enhancing project throughput and data availability
- Worked with multiple systems such as: ESRI ARCGIS, WMIS, Papervision, SQL, Google Maps, Eagle View, construction blueprints, work orders, and more (some blueprints/documents dated back to 1920's, hard copies)
- Ensured accurate mapping of gas facilities throughout Tucson and surrounding regions, enhancing safety and operational planning
- Performed data entry and conducted extensive uploads into Excel with a 0.3% error rate, ensuring high-quality control standards
- Mentored new employees during onboarding, enhancing their understanding of GIS tools and company processes

## EDUCATION

### Southern New Hampshire University, Manchester NH

Sep 2024 - Present

*Bachelors of Science, Geosciences*

- **GPA:** 4.0
- **Achievements:** Honors Student, Letter of Recommendation for NASA Internship 2025 by World Geography Professor C. Hair, Published Author of "World Geography: A Closer Look" manuscript found on Amazon, collaborated with C. Hair of SNHU, and employees of National Geographic Society, USGS, and others, Currently working on hard copy of textbook version

### University of Arizona, Tucson AZ

Nov 2018 - Jun 2021

*Bachelors of Science, Geographic Information Systems, Minor in Counterintelligence and Cybersecurity*

- **GPA:** 3.0

### Anoka Ramsey Community College, Cambridge MN

Sep 2014 - Jun 2016

*Associates of Applied Science, Generals*

- **Achievements:** A and B honor roll student, Honors Society, Geography tutor

## **AWARDS**

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- **Certificate of Achievement Social Studies:** M. Backus mentor
- **Honor Leader B 1-31 1ST PLT, Fort Sill OK**
- **Honors Society - Kappa Delta Phi and NSLS National Society of Leadership and Success**
- **A Honor Roll North Branch High School (all years)**
- **Expert Researcher Badge 1 and 2**
- **Community Service Honor Roll**
- **Service Badge SNHU**
- **Volunteer Badge SNHU**
- **Service Travel Badge SNHU**