

# Julia Affias

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## Skills & Abilities

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- Skilled in GIS (Geographic Information Systems) software, ArcMap, ArcGIS Pro, QGIS, Erdas Imagine
- Computer proficient: Microsoft Excel, PowerPoint, Word, Macola ES, Crystal Reports, WPM: 80+
- Excellent verbal and written communication skills
- Able to work independently with minimal direction

## Certifications

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Certified Microsoft Office Word 2013 Specialist

## Education

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**STONY BROOK UNIVERSITY** - Advanced Graduate Certificate in Geospatial Science (In Progress)

**B. S. Degree:** Science, Technology & Society May 2018

**FARMINGDALE STATE COLLEGE** - Farmingdale, NY

GPA: 3.91, Summa Cum Laude

**A. S. Degree:** Math & Science May 2016

**NASSAU COMMUNITY COLLEGE** - Garden City, NY

GPA: 3.50, Recipient of Presidential Academic Excellence Award

**Related Coursework:** Intro to GIS, GIS Fundamentals I + II, Remote Sensing, GIS Project Management, Geodatabase & Design, Web Design, Calculus, Physics, Earth Sciences, Microsoft Office Applications

## Work History

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**Administrative Assistant to CFO | Andrea Systems LLC** December 2018 - Present

Farmingdale, NY

- Accounts payable, manage bills and process invoices
- Review and enter government contract orders
- Maintain and update spreadsheets and generate weekly reports
- Lab testing of electronic devices

**Professional GIS Tutor | Tutoring Center** June 2018 - August 2018

Farmingdale State College, Farmingdale, NY

- Met with students to support classroom learning objectives
- Reviewed class material by problem solving and working through assignments

**Data Management Intern | LJM Group** May 2017 - August 2017

Farmingdale, NY

- Created and updated customer databases on Salesforce
- Used LinkedIn and ZoomInfo to generate new potential business prospects