

Carolyn Kupec

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EXPERIENCE

Technical Training Lead, Consultant - 1Spatial, Inc. 2019 - Current

- Design, deliver, and evaluate online and instructor-led trainings for clients and end users of 1Spatial products.
- Write documentation and ensure Section 508 compliance for user guides, training materials, and rule catalogs.
- Contribute and review training requirements in requests for proposals and statements of work.
- Author rules for data validation projects, including emergency services and highway management systems.
- Collaborate with clients to identify rule requirements, resolve support tickets, and evaluate client feedback.

Environmental Training Analyst - ICF 2017 - 2019

- Developed, prepared, and facilitated training modules, exercises, and reports for the U.S. EPA Office of Superfund Remediation and Technology Innovation.
- Facilitated onsite training, conferences, and online webinar logistics for government clients and attendees.
- Designed exercises and developed instructional materials in consultation with subject matter experts.
- Awarded Spot Bonuses for outstanding support for conferences and training projects.

Training Coordinator, Certified Master Naturalist, Volunteer - Virginia Master Naturalist 2016 - 2020

- Managed annual Basic Training Course for Merrimac Farm Chapter, including scheduled local subject matter experts to teach natural resource courses and reserved locations for field trips.
- Volunteered at education and outreach, environmental stewardship, and citizen science events.

Temporary Teacher - Prince William County Public Schools 2016 - 2017

- Designed and taught curriculum for elementary students and high school biology classes.
- Created lesson plans and activities based on Virginia Department of Education curriculum standards.

Field Ecology Assistant, GIS Teaching Assistant - Smithsonian Conservation Biology Institute 2012 - 2013

- Developed training modules on essential GIS and GPS methods for conservation scientists.
 - Communicated with stakeholders to schedule surveys and promote conservation efforts.
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EDUCATION

Certificate in Instructional Design, University of Illinois Urbana-Champaign, Coursera 2022

Bachelor of Science in Environmental Science, Biological Sciences, Drexel University 2010

| COMPUTER SKILLS | | |
|-----------------|-------------------|--------------|
| • ArcGIS | • 1Integrate | • TalentLMS |
| • QGIS | • 1Data Gateway | • SharePoint |
| • RStudio | • Microsoft Suite | • GoTo Suite |

| COMPUTER LANGUAGES |
|--------------------|
| • HTML |
| • CSS |
| • Regex |