

## Daniel Grafton

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4805 9 <sup>th</sup> Avenue	Vienna, WV 26105

### Profile

Energized and responsible young professional with graduate-level education. Strong with technology—efficient in ESRI ArcGIS, ERDAS Imagine, SPSS, and Microsoft Office software. Excellent creative writing and professional editing skills. Trustworthy—proven ability to handle confidential records and business finances.

Enjoys working in either an independent or team setting. Friendly and courteous toward co-workers and customers. Problem solver that always meets deadlines on time.

### Work Experience

Graduate Assistant	Jan 2011 – May 2011
Marshall University	Huntington, West Virginia
Kevin Law	(304) 696-2503
This position under Dr. Kevin Law of Marshall University was in collaboration with the West Virginia Department of Natural Resources. My responsibilities included contacting the WVDNR to obtain oak masting data spanning a forty year time period and communicating with them about the nature of that data. I also gathered historical climate data (avg. temperature, total precipitation, and SOI index) from 12 stations around West Virginia for the corresponding time period. An Excel spreadsheet was then created to compile this climate data. Finally, regression analyses were run on the climate data using SPSS software.	

Graduate Assistant/Intern	Sep 2010 – Dec 2010
Marshall University/City of Huntington	Huntington, West Virginia
James Baldwin	(304) 696-4438
For this position, I worked as an intern in the planning department with the City of Huntington but was paid as a graduate assistant with Marshall University. The goal of the project was establishing an official city boundary line using ESRI ArcGIS to map the results. I was responsible for researching historical annexations dating back to the 1970s in the Planning Commission and City Council minutes. This involved tracking down the appropriate records when they were missing and keeping a detailed list of all annexations. An initial polygon shapefile of the city boundary line was made by snapping the polygon to a pre-existing parcel layer obtained from the County Commissioner's office. This polygon was then edited using cuts and unions to update it as additional annexation information became available. This project was strongly collaborative as multiple city and county departments were involved at various points.	

Intern	May 2010 – Jul 2010
City of Huntington	Huntington, West Virginia
James Baldwin	(304) 696-4438
As an intern with the City of Huntington, my responsibilities were diverse. I utilized ESRI ArcGIS for multiple projects including shapefile creation and spatial analysis. I created a polyline shapefile depicting the locations of reported potholes to help city maintenance crews increase efficiency. A point shapefile was created depicting the locations of video lottery establishments throughout the city with a detailed attribute table containing address, contact information, and what type of lottery was offered. I also used ESRI ArcGIS to apply a buffer around Board of Zoning Appeals sites to facilitate public mailings. Successfully found solutions to technological issues such as missing coordinate systems and malfunctioning toolbar. Over the course of	

the internship, I conducted a ten-block sample of curb cuts by measuring each business's curb cuts in the field. These measurements were then compared with actual tax collection and revealed that local industries were underpaying the fees on special permits. In addition, I researched regional city comprehensive plans, created several Excel spreadsheets containing committee minutes to facilitate search functionality, and regularly attended meetings of several city planning committees.

Graduate Assistant	Jan 2010 – May 2010
Marshall University Geography Dept.	Huntington, West Virginia
James Leonard	(304) 696-4626
I read over materials for a section of Geography 317 and created quiz questions based off the readings. In addition, I interviewed Geography Department faculty for an annual newsletter and assisted the graduate director with administrative tasks.	

Manuscript Editor	Jun 2009 – Jul 2009
West Virginia University Philosophy Dept.	Morgantown, West Virginia
Ernâni Magalhães	(304) 293-3641
This was a temporary position with the West Virginia University Department of Philosophy working under Dr. Ernâni Magalhães as a manuscript editor for a philosophy textbook on presentism. I received individual chapters that had been scanned into PDF files. Using Adobe Professional, I converted these PDFs into MS Word format in order to apply the publisher's standards. This required significant editing since the conversion process often resulted in corruption of the original text. The book, <i>Presentism: Essential Readings</i> , was subsequently published in 2010 by Lexington Books.	

Graduate Administrative Assistant	Jul 2008 – Aug 2008
Clemson University History Dept.	Clemson, South Carolina
Sheri Stanley	(864) 656-7538
This was a summer assistantship working in the Department of History and Geography's main office. My responsibilities included greeting visitors to the office, answering phone calls and transferring lines, copying documents for faculty, and organizing the office's files.	

Graduate Grader Assistant	Aug 2007 – May 2008
Clemson University History Dept.	Clemson, South Carolina
Christa Smith	(864) 656-3153
For this position, I was a graduate grader assistant under Dr. Christa Smith for two semesters of Geography 101 at Clemson University. My responsibilities included taking class attendance and answering student questions afterward. I held regular office hours during which students approached me for questions about the curriculum and advice on how to study. In addition, I administered one exam and one film showing for the class in the professor's absence.	

Graduate Administrative Assistant	Aug 2006 – Aug 2007
Clemson University Faculty Senate	Clemson, South Carolina
Cathy Sturkie	(864) 656-2456
My responsibilities with the Clemson University Faculty Senate were diverse and often involved multi-tasking. I assisted a professor in the History Department with a research project on the history of the Faculty Senate for their 50th anniversary celebrations. This involved researching newspapers online, archival work at the university archive, and interviewing a long-standing history professor. I also assisted a member of the Board of Trustees by helping them edit their memoirs using MS Word and keeping them updated regularly via email. I was responsible for the disposal of confidential grievance reports on a regular basis. In addition, I performed a wide range of administrative tasks such as answering phone calls to the office, filing weekly records, and working special events.	

Assistant Manager	Jul 2005 – May 2006
Subway Restaurant	Morgantown, West Virginia
Nikki Knowlton	(304) 284-0001
As an assistant manager with a Subway Restaurant, my responsibilities included serving customers and supervising other employees. I both opened and closed the store on a weekly basis including the handling of money. I occasionally deposited the week's profits at the bank while working weekends. In addition, I earned several pay raises during my tenure.	

Alumni Outreach	Jul 2005 – Sep 2005
West Virginia University Philosophy Dept.	Morgantown, West Virginia
Sharon Ryan	(304) 293-3641
This was a temporary position with the West Virginia University Department of Philosophy working to renew ties with the department's alumni. My responsibilities included contacting Philosophy alumni by phone to update their contact information and inform them of recent changes to the department. In addition, I created an Excel database of all the department's alumni including their contact information and whether they wished to be contacted again in the future.	

Student Caller	Summer 2002 & 2003
WVU Foundation	Morgantown, West Virginia
Multiple	(304) 284-4000
This was a temporary summer position working with the West Virginia University Foundation raising funds for the university. My responsibilities included interacting with numerous WVU alumni over the phone to update their contact information and encourage them to donate to the university. I was successful enough to be placed on a special assignment raising funds for one of the university's non-academic projects.	

## Education

*Marshall University* – Huntington, WV  
Master of Science in Geography, 2011

GPA: 4.0 (4.0)

*Clemson University* – Clemson, SC  
Master of Arts in History, 2008

GPA: 4.0 (4.0)

*West Virginia University* – Morgantown, WV  
Bachelor of Arts in Philosophy & History, 2005  
Graduated Cum Laude

GPA: 3.42 (4.0)

## Training

Familiar with AutoCAD design software – self-taught using Autodesk tutorials in 2011

ESRI Virtual Campus Course – “Creating, Editing, and Managing Geodatabases for ArcGIS Desktop” in Apr 2010

ESRI Virtual Campus Course – “Learning ArcGIS Desktop” in Jan 2010

## **References**

*James Baldwin* – Planner  
City of Huntington, West Virginia  
(304) 696-4438, baldwinj@cityofhuntington.com

*Cathy Sturkie* – Program Coordinator  
Clemson University Faculty Senate  
(864) 656-2456, scathy@clermson.edu

*Christa Smith* – Associate Professor  
Clemson University Dept. of History & Geography  
(864) 656-3153, casmith@clermson.edu

## **Additional Information**

*Peer Reviewer* (Volunteered 2009) – Tuckasegee Valley Historical Review

*President* (Elected 2007-2008) – History Department Graduate Student Association at  
Clemson University

*Group Leader* (Volunteered 2007-2008) – Solid Green “Adopt-a-Spot” Program at Clemson  
University

*Interim Senate Clerk* (Elected 2007) – Graduate Student Government at Clemson University

*Interim Senator* (Volunteered 2007) – Graduate Student Government at Clemson University

*Associate Editor* (Volunteered 2004-2006) – West Virginia Native Plant Society Newsletter

*Committee Member* (Appointed 2004-2005) – Eberly College of Arts and Sciences  
Outstanding Teacher Awards Selection Committee

*President* (Elected 2003-2005) – Philosophy Club at West Virginia University