

# Jenna Fournier

## Data Coordinator

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### Background:

Full-time employee with GAR Associates, Inc. since 2006

### Project Experience:

***As an Administrative Assistant***

Involved in data entry and other administrative responsibilities to ensure project success, has a strong working knowledge of RPS v4 system.

***As a Data Coordinator***

Head of Quality Control for Data collection, Data Entry, and Preparatory Work using SOP, and Aerial Imagery.

Authored a Data Collection Manual.

***Apex Training***

Has Extensive knowledge of the Apex Sketch program and is in charge of training, maintaining and updating.

Authored an Apex Training Manual.

### Projects to Date:

Malta, Schodack, Sand Lake, East Greenbush, Rotterdam, Niskayuna, Gallatin, Stuyvesant, Pleasant Valley, Cicero, Hamlin, Claverack, Troy, Moreau.