

Jim Cartan

Email: jcartan@savemountdiablo.com

Cell: (707) 326-2309 **Work:** (925) 947-3535

Home Address: 3263 Hyde St. Oakland, CA 94601

Professional Experience

Save Mount Diablo: Walnut Creek, CA

Land Conservation Associate

October 2013 – Present

- Oversee management of 20 properties.
- Perform property monitoring and data collection.
- Plan, coordinate, and execute workdays across multiple volunteer pools including the Diablo Restoration Team, Stewardship Team, and Integrated Pest Management Team.
- Coordinate, plan, and execute Hike and Thrive program.
- Coordinate the Mary Bowerman Science and Research Program.
- Supervise seasonal interns.
- Maintain Microsoft Excel databases, and perform various data entry and reporting tasks.
- Communicate Stewardship accomplishments with monthly newsletters and contribute articles to biannual “Diablo Watch” publication.

National Park Service: Golden Gate National Recreation Area, Sausalito, CA

Biological Science Technician, Habitat Restoration Team, Natural Resources Division

March 2012 – September 2013

- Identify and remove invasive species within park boundaries.
- Plan and lead invasive plant patrols and native species planting efforts.
- Supervise interns and volunteer groups during field work.
- Perform monitoring and data collection tasks in restoration sites.
- Work with power tools and chemical application equipment.
- Contribute to the GGNRA vegetation stewardship work plan.
- Document weed control efforts using GPS, ArcMap, and Google Earth applications.
- Maintain Microsoft Access and Excel databases, and perform various data entry and reporting tasks.
- Perform nursery and plant propagation tasks.

Every Dog Has Its Day Care: Emeryville, CA

Dog handler

December 2010 - February 2012

- Front desk reception and client interface.
- Delivered and picked up dogs from clients' residences.

National Park Service: Golden Gate National Recreation Area, Sausalito, CA

Habitat Restoration Team Intern, Natural Resources Division

January 2010 - November 2010

- Identified and mapped priority invasive species within park boundaries using GPS and ArcGIS software.
- Lead volunteer-based workdays at multiple restoration sites.
- Handled gas powered equipment.
- Trained others in GIS/GPS mapping protocols in both field and office environments.

UC Santa Cruz: Family Student Housing, Santa Cruz, CA

Repair and Maintenance Intern

June 2009 - August 2009

- Performed plumbing, electrical, and flooring repair in individual apartments.
- Performed weekly trash and recyclables pick up from on-site receptacles.
- Spackled and painted individual apartments.

Volunteer Experience

Alemanya Farm: San Francisco, CA

Volunteer Steward, Alemany Natives Garden

February 2012 - Present

- Plan and lead a monthly volunteer workday.
- Supervise volunteer groups during fieldwork.
- Perform invasive species removal, sheet mulching, and native seed collection during the summer months.
- Perform native species planting in the winter months.
- Communicate accomplishments with quarterly update.
- Contribute to the food-production side of the farm whenever possible.

National Park Service: Golden Gate National Recreation Area, Sausalito, CA

Habitat Restoration Team Volunteer

October 2010 - February 2012

- Identified invasive species.
- Performed invasive plant removal and native species planting.

Education

University of San Francisco (USF): San Francisco, CA

M.S. Environmental Management

June 2013

University of California, Santa Cruz (UCSC): Santa Cruz, CA

B.A. Environmental Studies, Minor in Sociology

June 2009

Specialized Skills and Knowledge

- Extensive fieldwork in natural and urban environments, including plant identification, restoration, horticulture, and surveying and monitoring.
- Substantial knowledge of plant and restoration ecology principles, with specific focus in northern coastal scrub and rangeland ecosystems.
- Qualified Herbicide Applicator, CA Department of Pesticide Regulation #129770.
- Skilled in the use of spatial analysis tools (GPS, GIS, ArcGIS, ArcPad), for georeferencing and mapping applications.
- Experienced with data base creation and management.
- Extensive online article database research and reporting skills (Web of Science, JSTOR, Fusion, etc.)
- Experienced with Microsoft Office suite (Word, Excel, Access, Power Point, and Publisher).
- Excellent written and verbal communication skills.