

Nicole Martin | Curriculum Vitae

Objective

My goal is to gain experience in the archaeological field and understand all aspects of cultural resource management.

Skills & Abilities

Archaeological Survey, Phase I, II, & III

Problem Identification and Resolution

Microsoft Office

Photography, Photogrammetry, and 3D Imaging.

Excellent Time Management

Field maps, Survey123, and SCOPE

ArcGIS Pro and ArcGIS Online

Project Planning

Historic Architectural Survey

Education

University of Maryland –Masters in Cultural and Heritage Resource Management 2023– 2024

GPA 4.00

University of South Florida – Bachelor of Arts in Anthropology and History 2018 – 2020

GPA 3.46

Hillsborough Community College – Associate of Arts 2014 – 2018

GPA 3.92

Armwood High School – High School Diploma 2014 – 2018

GPA 7.15

Experience

Archaeological Crew Chief- Tetra Tech

March 2024- Current

- Conduct archaeological survey testing and data recovery.
- Record soil descriptions with texture, Munsell color, and other characteristics.
- Take detailed and accurate field documentation records.
- QAQC data
- Create a plan daily for field tasks.
- Ensure that the crew is informed of safety instructions and implementing safety in the field.

- Prepare site forms for approval.

March 2023 – April 2024

Archaeological Field Technician/ Crew Chief- Oneida LG2 Environmental Solutions

- Conduct archaeological survey testing and data recovery.
- Record soil descriptions with texture, Munsell color, and other characteristics.
- Take detailed and accurate field documentation records. Including field notes, shovel test forms, maps, site forms, artifact bags, tags, and all other project documentation
- Assist the GIS department with the creation of maps and data analysis.
- Create a plan daily for field tasks.
- Ensure that the crew is informed of safety instructions and implementing safety in the field.
- Prepare site forms for approval.

August 2022- April 2023

Archaeological Field Technician – Commonwealth Heritage Group/ Chronicle Heritage

- Conduct archaeological survey testing and data recovery.
- Record soil descriptions with texture, Munsell color, and other characteristics.
- Draw features in plan view mapping and profile wall mapping.
- Complete documentation forms accurately and concisely
- Properly label collection bags and samples

Permanent Substitute Teacher – Woodmont Charter School

August 2021 – June 2022

- Review the plans and schedule to be followed during the teaching day with the principal, supervisor and/or designated teacher.
- Teach the lessons prepared by the absent teacher.
- Reports in writing the day’s activities at the conclusion of each day and provides other feedback as requested by the building principal.
- Follows all school and CSUSA policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Assumes responsibility for overseeing pupil behavior in class and at other times during the school day as requested.

Team Lead – Childrens Home Network

February 2021 – June 2021

- Serve as lead staff in the cottage in absence of the Cottage Supervisor.
- Ensures accountability for supervising and monitoring children to ensure the resident's safety, health, and security.
- Assists with managing and overseeing effective implementation of medication and medication documentation. Oversees the maintenance of the cottages first aid kits.
- Runs BHOS audits daily to ensure timely documentation of BHOS notes.
- Implements the cottage program and routines.

Case Manager – Lutheran Services Florida

June 2020 – December
2020

- Accurately document all case activities in the Florida Safe Families Network database within 48 hours. Maintain the physical case file in chronological order, by subject, in accordance with the standardized case file format.
- Provide families with timely referrals to services. Develop and maintain knowledge of community resources, program eligibility requirements, key contact persons, emergency procedures, and waiting lists of available resources. Maintain regular contact with service providers and document service progress in FSN.
- Complete and submit court documentation within the required time frame. Prepare for, attend, and participate in all court activities as necessary.
- Conduct initial and/or ongoing child safety assessments as required. Prepare initial and on-going safety plans as necessary.

Instructor – Hillsborough County Out of School Time (H.O.S.T.)

May 2018 – May 2020

- Assists in managing, training, and conducting regular meetings with assigned staff.
- Is responsible for the overall success of the HOST program and understands and follows policies and procedures.
- Communicates and interacts effectively with students, parents, administration, staff, community members, and appropriate stakeholders.
- Ensures that policies and procedures are followed for students' and staff's safety and security; enforces program discipline codes.
- Assists with the hiring, training, and evaluating of staff while maintaining quality and student-to-staff ratio.

Archaeological Experience

- The City of Tampa Archives, Hillsborough County, FL. Intern** 2019
Processed and recorded data from the Centro Espanol Cemetery and City of Tampa.
- University of South Florida Anthropology Lab, Hillsborough County, FL. Lab Technician** 2020
Processed material from previous excavations conducted by the University of South Florida.
- 444 Brickell Archaeological Project, Miami-Dade County, FL. Field Technician** 2022
Phase III is located 0.1 miles away from the original Miami Circle discovered in 1998. The Brickell project is 2 acres with excavation of shell midden of the Tequesta and processed prehistoric and historic materials from the excavation.
- Pine Island Road Project, Brevard County, FL. Field Technician** 2022
Phase I project of 135 acres, with no previously recorded sites and no cultural resources were identified during the survey.
- Lake Pearl Project, Hillsborough County, FL. Field Technician** 2022
Phase I project of 70 acres, with no previous recorded sites and no cultural resources were identified during the survey.
- SR40-SW80 Project, Marion County, FL. Field Technician** 2022
Phase I project of 14 acres, with no previous recorded sites and no cultural resources were identified during the survey.
- Davenport SR17 Project, Polk County, FL. Field Technician** 2022
Phase I project of 42 acres with no previous recorded sites and no cultural resources were identified during the survey.
- MK Ranch, Gulf County, FL. Field Technician** 2023
Phase I project of 6375 acres, with no previous recorded sites and no cultural resources were identified during the survey.
- Lake Wimico, Gulf County, FL. Field Technician** 2023
Phase I project of 20100 acres, with no previous recorded sites and no cultural resources were identified during the survey.
- Weirsdale Mine, Marion County, FL. Field Technician** 2023

Phase I project of 482 acres, with multiple sites found on the property consisting of lithic flakes, points, and some pottery. The project is being recommended to go to phase II due to the density of artifacts.

Green Island, Osceola County, FL. Field Technician 2023
Phase I project of 6200 acres, with one recorded site consisting of pottery and lithic flakes.

Ready Isle, Polk County, FL. Field Technician 2023
Phase I project of 686 acres, with multiple recorded sites consisting of pottery, points and lithic flakes.

Webster, Sumter County, FL. Field Technician 2023
Phase I projects of 176 acres with one site discovered consisting of lithics and projectile points.

Battaglia, Lake County, FL. Crew Chief 2023
Phase I project of 412 acres with multiple sites discovered consisting of lithic flakes and projectile points.

Osceola National Forest, Baker County, FL. Field Technician. 2023
Phase I project of 5,695 acres, consisting of discovering multiple sites comprised of lithics, pottery, points, and historic glass.

Apalachicola National Forest Fire, Rock Bluff, Wakulla County, FL. Crew Chief. 2023
Phase I project consists of 2574 acres. Several site delineations were conducted with prehistoric and historic cultural material discovered.

Bienville National Forest, Jasper County, MS. Field Technician. 2023
Phase I project of 1,122.5 acres consisting of compartments 201 and 204. The area is a low-probability area with 3 previously recorded sites. No cultural resources were identified during the survey.

Bienville National Forest Fire line, Scott and Smith County, MS. Field Technician. 2023
Phase I project consists of 181 acres or 15.2 miles of fire lines in Scott and Smith County.

Apalachicola National Forest Fire, Morrison Hammock, Wakulla County, FL. Crew Chief. 2023
Phase I project consists of 1978 acres. Several site delineations were conducted with prehistoric and historic cultural material discovered.

Loving Creek, Kisatchie National Forest, Rapides Parrish, Crew Chief. 2023
Page 5

Phase II project consisted of 15 pre-contact sites. Notable features included postholes and lithic scatter. Artifacts included lithic points, lithic flakes, decorated and plain pottery, and beads.

Tarpon Springs Historic Structure Survey, Tarpon Springs, Pinellas County, FL. Crew Chief. 2024
A historic structure survey consisting of 550 structures in the city of Tarpon Springs. There were 250 new structure surveys and 400 resurveyed structures. Some notable structures that qualify for the National Register or contribute to the historic district of Tarpon Springs were surveyed.

Hill Airforce Base Historic Structure Survey, Utah. 2024
A historic structure survey consisting of 40 structures on Hill AFB.

Sentinel Pedestrian Survey, Nebraska, Wyoming, and Colorado. Crew Chief 2024
A cultural survey for the federal government that consists of pedestrian within 7 different states. The project consists of working TCS monitoring while conducting cultural survey.

Awards, Grants, Scholarships, and Honors

Armwood High School Collegiate Academy	2014
Key Club Distinguished Club Treasurer	2016
Key Club Distinguished Club President	2017
Key Club Distinguished Member	2018
Master Medallion of Social Studies, Armwood High School.	2018
Bright Futures Florida Medallion Scholarship	2018
Florida Student Assistants Grant	2018
FDRL Pell Grant	2018