

Jane Smith

U.S. Citizen • SS#: 000-00-0000 • Announcement # AB-0000-0000
Natural Resources Bldg • Ft. Collins, CO 80523 • (970) 491-0000 • csustudent@hotmail.com

EDUCATION

Bachelor of Science in Natural Resource Recreation and Tourism

December 2006

Concentration: Parks and Protected Area Management

Minor: Fishery Biology

Colorado State University, Fort Collins, Colorado

Completed 75 semester hours

Fort Collins High School

Fort Collins, CO

May 2002

RELEVANT COURSES

Ecology

Conservation Biology

Vertebrate Management

Wildlife Fundamentals

Environmental Conservation

Ichthyology

Program Planning

Parks & Protected Area Management

Land Use Planning

Plant Identification

Recreation Measurements

Wilderness Leadership

Natural Resource Analysis

Budgeting

Foundations of Rec & Tourism

Public Relations of Natural Resources

NATURAL RESOURCES EXPERIENCE

Outdoor Recreation Planner, US Fish and Wildlife Service

May-August 2005

Back Bay National Wildlife Refuge

40 hours/wk

4005 Sandpiper Rd.

Salary for period: \$10.12/hr

Virginia Beach, VA 23456

Supervisor: John Smith (555) 555-5555 (May contact)

- Coordinated the use of Service resources for wildland-oriented recreation.
- Organized interpretation programs to help educate refuge visitors.
- Planned environmental education programs for the general public.
- Helped to strengthen partnerships between the refuge and surrounding communities.
- Created environmental education outreach for school children.
- Maintained trails' aesthetic qualities.

Oilseed Research Assistant, Cargill Inc.

May 2004-January 2005

2540 E. Drake Rd.

20 hours/wk

Fort Collins, CO. 80526

Salary for period: \$10/hr

Supervisor: Jane Doe (555) 555-5555

- Sorted, planted, cleaned and thrashed seeds.
- Collected pollen from and pollinated sunflowers.
- Tracked genetic backgrounds.
- Surveyed and selected suitable plants.
- Entered genetic information into Access database.
- Supervised 4 employees.
- Worked with minimal or no supervision 90% of the time.

Natural Resource Ecology & Measurements, Colorado State University

June 11-July 10, 2004

Pingree Park Campus

Colorado State University

Fort Collins, CO 80523

Professor: Rocky Coleman (970) 491-7377

4-week intensive field course focusing on the ecology of Rocky Mountain ecosystems as well as basic measurements and integrated management of natural resources.

- Gained knowledge about 120 different plant and animal species as well as different soil, geology and climate types.
- Evaluated the following ecosystems: mountain shrub, ponderosa pine/aspen, lodgepole pine, spruce-fir, and alpine, and generated a written report for each.
- Examined riparian sites through vegetation sampling and analysis.
- Utilized the following sampling methods: quadrats, line-intercepts, belt transects, and point-centered quarters.
- Gained knowledge about and experience with the typical measurement and analysis techniques used in forest, range, wildlife, watershed and recreation management.

VOLUNTEER EXPERIENCE

Assistant to District Wildlife Officer, Explorer Post 123317 W. Prospect Rd
Fort Collins, CO 80526

Supervisor: John Smith, Jr (555) 555-5555

- Conducted wildlife surveys and large mammal counts.
- Assisted in regeneration and planting on burn sites; evaluated habitats.
- Performed fish electroshocking and fish counts.
- Served as adult advisor for the post.
- Practiced riflery skills.
- Participated in camping expeditions.

February 2002-Present
10hrs/Month
volunteer**Wildlife Apprentice, Colorado Division of Wildlife**317 W. Prospect Rd
Fort Collins, CO 60526

Supervisor: Jane Smith (555) 555-5555

- Participated in walleye spawns, aerial antelope counts, aerial turkey telemetry, and fish electroshocking.
- Coordinated 'Pathways to Fishing' program for children ages 6-12 years old, which included creating an aquatic maze.

September 2002-Present
5-10hrs/Month
volunteer**ADDITIONAL EXPERIENCE**

Rowing Instructor, Boy Scouts of America540 W. 91st Circle St.
Thornton, CO. 80260

Supervisor: Bob Black (111) 111-1111

- Taught rowing and principles of being a low impact camper to groups of 10-15 elementary-age boys
- Provided leadership and mentoring to campers.
- Organized and led campfire activities.

June-August 2001
60hrs/Week
Salary for period: \$200/wk**SKILLS AND CERTIFICATIONS**

Vehicles and Planes:Diamond Katana
Cessna 172ATVs
Manual TrucksCessna 152
4-wheel drive vehicles**Computer:***Word Processing:*
Word
Word Perfect*Databases:*
Excel
Lotus 123*Graphic Tools:*
PowerPoint
Adobe PageMaker*Statistical Programs*
SPSS**Certifications:**First Aid
Wildlife Watch InstructorProject Wild Certified
CPR (Adult, Child, and Infant)**Firearm Knowledge and Use:**12-gauge shotgun
Archery.09mm handgun
.22 rifle20-gauge shotgun
Hunter Education**COLLEGE ACTIVITIES**

Colorado State Trap and Skeet Team

Member

2002-Present

Colorado State Polo Team

Member

2002-Present