

JESSICA CLAIRE

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PROFESSIONAL PROFILE

Professional who is passionate about agriculture, is highly motivated, ambitious, self-directed, intelligent and able to learn quickly, with experience spanning more than 15 years with the Kern County Department of Agriculture and Measurement Standards as an Agricultural Biologist I/II/III, Agricultural Technician and Fiscal Support Assistant, driven to succeed in the supervisory role of Agriculture Biologist/Weights and Measures Inspector IV.

QUALIFICATIONS

- Well-respected by peers, superiors, industry and government affiliates
- Exceptional organizational and time management skills
- Strong communication and writing skills
- Excel in computer technology and office skills
- Dedicated and loyal with a strong work ethic
- Efficient, flexible and adaptable
- Detail, customer service and results-oriented
- Positive attitude and team player

EXPERIENCE (DETAILED ON NEXT PAGE)

- 01/2011 to Current

Agricultural Biologist II and III
Primrose School

Lead capacity in Crop Statistics *and* Mexico Stone Fruit Programs; perform complex and detailed inspections; interpret, apply, communicate and enforce laws and regulations; certify agricultural commodities; communicate and cooperate effectively; train staff; develop databases; prepare reports; and attend meetings and conferences.
- 01/2010 to 10/2010

Fiscal Support Assistant
Kern County Department Of Agriculture & Measurement Standards

Lead capacity in fiscal support activities for Certificate user fees; cooperate with government agencies and industry; train staff and industry; resolve operational issues; and develop spreadsheets, reports and records.
- 07/2006 to 01/2010

Substitute Teacher
Norris And Standard School Districts

Intermittently worked as a Substitute Teacher, supervising 25-32 students, Kindergarten through Fifth Grades.
- 2000 to 01/2009

Agricultural/Weights & Measures Technician - Extra Help
Kern County Department Of Agriculture & Measurement Standards

Lead capacity in Crop Statistics Program; respond to commodity inquiries; vital role approving federal reimbursements for Glassy-winged Sharpshooter Program; special reports; and develop spreadsheets and media.
- 1997 to 09/1999

Agricultural Biologist I
Kern County Department Of Agriculture & Measurement Standards

Conduct complex and detailed inspections; enforce laws and regulations; Crop Statistics Program; public relations presentations; effective communication with peers, supervisors and industry; and maintain records.

SKILLS AND ACCOMPLISHMENTS

- 9 CDFA Licenses: Deputy Agricultural Commissioner, Commodity Regulation, Integrated Pest Management, Investigation and Environmental Monitoring, Measurement Verification, Pest Prevention and Plant Regulation, Pesticide Regulation, Transaction and Product Verification, and Weight Verification
- Kern County Leadership Development Program Certificate: Appraising Performance & Employee Discipline, Basic Supervision, Contracts & Procurement, Drugs, Conflict & Workplace Pitfalls, Managing Multiple Generations, Online Legislative Research, Personnel Administration Overview, Promote Yourself, and Request for Proposal
- Extremely proficient in Microsoft Office (Access, Excel, PowerPoint, Publisher and Word); Adobe (Acrobat, Pagemaker and InDesign); CalAg Permits; PCIT Program; LightScribe; Roxio; and Internet
- Authorized Certification Official (ACO), via USDA, APHIS, PPQ
- CalAg Permits *and* USDA Phytosanitary Certificate Issuance and Tracking System (PCIT) training
- Ten-Key Calculator Skill Proficiency *and* Typing Certificate
- California Basic Education Skills Test (CBEST)

EDUCATION

General Management Skills Certificate Program - Currently enrolled
Bakersfield College - Bakersfield, CA

- 1996

Bachelor of Science: Agricultural Business
California Polytechnic State University - San Luis Obispo, CA

Agribusiness Marketing Concentration, Water Science Minor, and Wine Marketing Certificate Program; emphasis in Agricultural Economics, Managerial & Financial Accounting, Managing Cultural Diversity/Ag Labor Relations, Human Values in Ag, Economic & Price Analysis, Trade Policies, Credit & Finance, Business and Water Law & Policy, Sales & Service, Probability & Statistics, Global Issues, Advanced Composition, and Speech Communications.
- 1993

Associate of Arts: General Education Curriculum
Cosumnes River College - Sacramento, CA
- 1993

General Education Curriculum
Sierra College - Rocklin, CA