

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## 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