

RESUME EXAMPLES

Julie Jones

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Extensive background knowledge in agriculture, predominantly bovine and equine production. Strong aptitude for communication and customer relations with a predisposed ability for identifying and resolving issues, leadership, completing tasks ahead of schedule and managing multiple tasks at a time. Recognized amongst peers for professionalism, high standards and being a pleasure to work with.

EDUCATION

Kansas State University, BS Agribusiness May 2018

PROFESIONAL EXPERIENCE

Bank of the Flint Hills, Manhattan, KS November 2016-Current

Agricultural Loans Department Intern

- Successfully worked among loan officers proving to be an integral team member, implementing strong communication at all levels of the lending process to ensure a smooth process.
 - Understood when assistance was needed and sought help to rectify any confusion.
 - Composed Excel spread sheets to show customer’s return on equity, return on assets, debt-equity ratios, and overall financial standing.
 - Aided in analyzing applicants’ financial status, credit, and property evaluations to determine loan feasibility.
 - Assisted with annual and new inspections, making sure all records provided to us are both accurate and timely.
- Customer Service Representative
- Recognized by supervisor for work ethic, punctuality, and resolving customer concerns efficiently.
 - Accurately process customer checks, cash, transfers and statements while preserving a balanced drawer.
 - Create a friendly environment for customers through interaction and ensuring their needs are met.
 - Complete team building and safety exercises to increase communication and teamwork while ensuring a safe work environment.
 - Communicate effectively with team members to ensure that joint projects are completed, and sales goals are met.

Jones Family Farms, Somewhere, KS May 2012-Current

Farm Hand

- Develop attention to detail and proficiency with Excel to accurately maintain records in both cow-calf side and crop production.
- Utilized proper handling techniques for livestock during processing and handling, keeping safety as a top priority.
- Customized feed rations depending on the goals and animal’s needs, coordinated feed delivery, transport and distribution.
- Operated and maintained heavy machinery.
- Successfully worked in a family setting while demonstrating professionalism, a strong work ethic and the ability to be self-directed.

Kansas State University Rabies Lab (KSVDL), Manhattan, KS May-August 2017

Lab Technician

- Daily practice of safety procedures to ensure a safe work environment while working as a team member.
- Trained on safe handling procedures and proper care of time sensitive and toxic substances.
- Applied attention to detail through record keeping and information processing.
- Enhanced the work environment by providing a positive attitude and strong communication skills.

RELEVANT COURSEWORK

- Production Economics
- Data Analysis and Optimization
- Food and Agribusiness Management Strategies
- Agricultural Law and Economics
- Agricultural Market Structures
- Management Concepts
- Fundamentals of Professional Selling
- Consumer Behavior

COMMUNITY INVOLVEMENT

Kansas Quarter Horse Amateur Association

- Board of Directors
- KQHA Amateur Show facilitator

Kansas State University

- Animal Science Friends and Family Reunion
- Ag. Econ and Business Club

Manhattan Area Chamber of Commerce

- Business After Hours member
- Manhattan Area Young Professionals
- Women in Business