

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000,

✉️ resumesample@example.com 🔗

SUMMARY

- Strong 4-H / agriculture education and extension background in areas of youth development and adult agriculture advocacy
- Expertise in outreach programs towards youth and adults
- Energetic, prospective extension agent who is a self-starter and team oriented with excellent analytical, organizational, and project management skills.
- Successful at building strong professional relationships as a skilled mentor and educator, who excels at bringing out the best in 4-H members, parents, and volunteers
- Knowledgeable about theories, methods, and curriculum standards used in designing, developing and delivering successful training programs, projects, and 4-H clubs
- Prospective extension agent who is organized, driven, and effective at using efficient educational methods while focusing on the individual needs of each participant.

CORE QUALIFICATIONS

- Cheerful and energetic
- Dependable and engaging
- Teamwork oriented
- Innovative lesson plan delivery and development
- Strong interpersonal skills
- Outreach programming skills
- Student and volunteer recruiting and retention skills

ACHIEVEMENTS

- Educated new employees on proper facility procedures and policies, by developing a training manual for several training seminars within 4 years as a research assistant
-
- Promoted to Research Assistant Manager after only three months in position to support and train new staff.
-
- Completion of UT Extension Sumner County Summer Internship Program Sumner County Extension Office, Gallatin, TN 2013
-
- Completion of Summer Enrichment and Reinforcement Program (SERP) College of Veterinary Medicine, Nursing and Allied Health, Tuskegee, AL 2006

PROFESSIONAL EXPERIENCE

UT-TSU AGRICULTURE / 4-H EXTENSION AGENT TRAINEE 08/2015 to CURRENT

Johns Hopkins University | Baltimore, MD,

- Observe the daily aspects of an agriculture extension agent and a 4-H youth development extension agent
- Analyzed and participate on several in service Agriculture, 4-H, or teaching training workshops
- Help and set up 4H clubs and Master Beef programs
- Visit farms: soil sampling, weed, forage, or tree identification
- Supported tours and analyzed demonstrations at various workshops to increase my knowledge in field of study
- Continuing to develop my first year goals for the county: soil sampling test poster, weed/plant identification presentation, and Ag in the Classroom program (4-H)
- Understand and stay up-to-date on current and emerging issues involving youth and volunteer development.
- Attend in-service trainings to stay current on 4-H / Agriculture related guidelines and new program opportunities
- Learn by Doing"

RESEARCH ASSISTANT MANAGER

04/2008 to 07/2015

Tennessee State University Meat Goat Farm | City, STATE,

- Manage over herd health management of research animals and diverse undergraduate and graduate students
- General livestock record keeping Inventory control of farm supplies
- Development and management of livestock facilities: Nutrition and Health
- Collect and process field data, laboratory procedures, and various administrative tasks as needed to meet objectives of ruminant research projects
- Conduct educational lectures, demonstrations, and tours to outreach programs for extension agents, small farm producers, community, and elementary and secondary school districts.
- Prepare purchasing requisitions, invoices and purchase orders materials

- and services
- Assist with results of research proposals and evaluation of livestock research development programs.

UT EXTENSION INTERN

04/2013 to 07/2013

Sumner County Extension Office | City, STATE,

- Assisted in tutoring 4-H students in various clubs for upcoming competitions
- Helped in setting up 4H club meetings, registering 4-Hers at judging contest, judged at the Sumner County Fair, and became an adult leader for 4H Camp
- Created a few monthly newsletter issues for the county on recent program activities and upcoming events
- Developed and delivered a few objectives, research-based educational programs to meet the needs of diverse adult and youth audiences; created an activity sheet and useful information on vegetables and pollination to 25 local community kids
- Assisted with decorating and photographing several program activities for 4-H
- Judged at the beef and sheep expo skill-a-thon contests: retail cuts, breeds, feeds, medication, and parts of the animal
- Assisted with livestock evaluation and showmanship of county 4-Her's
- Helped answer calls on identifying weeds and insects for county residents and gave them way to control their infestations.
- Attended 4-H camp with fosters independence, leadership skills, team building skills and environmental education and general life skills.

VETERINARY TECHNICIAN ASSISTANT

04/2006 to 07/2008

Goodlettsville Animal Hospital | City, STATE,

- Provide nursing care and healing therapy for animals
- Perform laboratory tests to help in finding of animal health problems
- Sterilize and prepare surgical equipment and clean after surgery
- Handle, and care for animals during treatment and surgery
- Produce radiography, and collect and analyze samples.

EDUCATION AND TRAINING

Master of Science | Agriculture Education and Extension

2014

Tennessee State University, Nashville, TN

GPA:

Å

Bachelor of Science | Agriculture Science Animal Science/Pre-Veterinary

2008

Medicine

Tennessee State University, Nashville, TN

GPA:

Å

SKILLS

- Time Management
- Classroom: Discipline, Instruction, Management, Creative Lesson Planning
- Research
- Goal Setting, Implementation, and Program Development

COMMUNITY INVOLVEMENT

After School Tutor, Wright Middle School, 2007
After School Tutor / Mentor, Lee Chapel A.M.E. Church, 2006
Red Cross Blood Bank Volunteer, 2005 - Present
Volunteer, Habitat for Humanity, 2005

AFFILIATIONS

- Member, Minority of Agriculture Natural Resources and Related Sciences: 2008
- Member, Tennessee Louis Stokes Alliance For Minority Participation: 2008
- Secretary, Block and Bridle Club: 2009
- Coordinator, Pre - Vet / Animal Science Club: 2011
- 4-H Adult Leader: 2013
- Vice President, GSAA: Graduate Students of Agriculture Association: 2014