
JESSICA CLAIRE

, , 100 Montgomery St. 10th Floor ♦ H: (555) 432-1000 ♦ C: ♦ resumesample@example.com ♦ Date of Birth: ♦
India: ♦ : ♦ single: ♦

WORK HISTORY

FEMA Vaccine Distribution, 04/2021 - 08/2021

City Of Cedar Hill â€™ Cedar Hill, ,

Average hours/ week: 50-60

- Used digital mapping to analyze population data and organize community outreach.
- Used GIS software to navigate and complete daily operations.
- Worked flexible hours; evening, weekend, and holidays.
- Worked with a team to conduct outreach and community engagement.
- Completed training on Strategic Marketing and Team Efficiency.

Agriculture/Environmental Volunteer, 10/2018 - 03/2020

Peace Corps- The Gambia â€™ City, STATE,

Average hours/day: 12

- Lived in a rural community providing expertise with Agriculture, Health, and Education.
- Worked on language and cultural integration, as well as counterpart and community capacity building.
- Planted 300 trees with community and Dept. of Forestry to combat deforestation and provide a sustainable source of income, natural resources, and nutrition diversity.
- Planned and facilitated large community based projects.
- Facilitated lessons and discussions in schools and community groups using PACA methods.

Park Maintenance Worker, 06/2020 - 12/2020

Three Rivers Park District â€™ City, STATE,

Average hours/week: 40

- Maintained routine landscaping schedules to boost lawn health and keep facilities neat and well-groomed. Including trimming, weeding and general clean-up.
- Collected, compiled and posted information on forest recreation and trail conditions to encourage visitor safety and participation in programs.
- Performed regular forestry maintenance, cutting and trimming trees.
- Promoted reforestation by reintroducing grass and groundcover plants into area and completed various tree planting and prairie restoration projects.

Parks and Forestry Maintenance Worker, 06/2014 - 08/2014

City Of Plymouth â€™ City, STATE,

Average hours/week: 40

- Maintained 71 parks and recreation areas by mulching, aerating, weeding, planting, trimming and edging around walks, walls and flower beds.
- Trimmed and cut trees using various type of power equipment, including chainsaws.
- Identified and removed poison ivy, buckthorn and other invasive plants.
- Worked with supervisors to complete daily projects.

EDUCATION

Bachelor of Science: Geography/Urban Studies, 05/2018

-

University of Minnesota - Twin Cities - Minneapolis, MN

GPA:

Associate of Science: Geography, 05/2016

-

Normandale Community College - Minneapolis, MN

GPA:

SKILLS

- | | |
|---------------------------|--------------------------|
| • Proposal Development | • Microsoft Office & GIS |
| • Funding Source Research | • Data analysis |
| • Leadership | • Community development |
| • Maintenance & Repair | • International aid |

ACCOMPLISHMENTS

- Supplemental Instructor for World Regional Geography course.
- Dean's List for academic excellence (Dec 2015).
- Studied abroad in India studying environment and population development.
- Plymouth Citizens Academy (2015)
- Certified Forest Garden Trainer - APMG International (March 2020).