Rebecca Hoover

Resume for applying for an Imaginary Job on 09/03/2024

| Fieldwork and Volunteer Experience **Maymont, Richmond VA — *Intern and Horticulture Volunteer***  Fall 2023 - June 2024   * new stuff * new stuff * new stuff   **Maymont Project, Richmond VA — *Independent Study***  Fall 2023 - June 2024   * Proficient in project management including scoping, setting timelines, deliverables, and client management. * Skilled in field data collection using traditional methods and new technologies such as Geographic Information System (GIS) Mobile Apps. * Experienced in building and deploying ArcGIS Online Story Maps and Field Maps. * Conducted an iTree analysis to determine ecosystem services provided by trees.   **VCU** **Rice Rivers Center, Charles City VA — *Data Collection and Invasive Species Removal Volunteer***  **AltBreaks Spring Break 2023, False Cape State Park VA — *Park Maintenance Volunteer*** Work Experience **VCU Recwell, Richmond VA — OAP TFWS Training and Grants Intern**  August 2024 - PRESENT   * Scheduled and trained new employees, monitored their performance, and provided assistance and guidance as needed. * Researched grants that align with the Outdoor Adventure Program and wrote grant proposals so that they me be granted. \*\*rewrite this\*\* * Coordinated with ProStaff and student managers to assess the workflow and tasks needed throughout the semester.   **VCU Recwell, Richmond VA — OAP Outing Rental Center Manager**  May 2024 - PRESENT   * Scheduled and trained new employees, monitored their performance, and provided assistance and guidance as needed. * Managed inventory of rental equipment and ensured proper maintenance and upkeep. * Coordinated with ProStaff and team members to assess the workflow and tasks needed during each work shift.   **Maymont, Richmond VA — Horticulture Intern**  May 2024 - June 2024   * Participated in hands-on horticultural training sessions, expanding knowledge of various gardening techniques and practices. * Identified plant diseases and researched methods for mitigation. * Performed regular data updates by integrating new information into existing GIS databases, ensuring up-to-date resources for project stakeholders.   **VCU Recwell, Richmond VA — OAP Outing Rental Center Attendant**  **October 2023 - May 2024**   * Handled maintenance and repair requests to keep properties in good condition and maintain renter satisfaction. * Responded quickly to customer inquiries, answering questions and offering insight into operations of the Outing Rental Center, and Climbing Wall. * Conducted regular inspections of rental equipment to ensure safety and quality standards were met.   **Chick-Fil-A, Chester VA — Back of House Team Member / Marketing Associate**  March 2022 - PRESENT   * Performed daily cleaning and maintenance tasks to keep kitchen clean and organized. * Coordinated with kitchen staff, working hard to stay ahead of the demand of 1 minute and exceed customer expectations. * Removed all kitchen garbage and placed it in designated container areas; including lifting and carrying heavy material. * Assisted in upkeep of inventory to provide accurate store supply and worked flexible schedules and extra shifts to meet business needs. | Core Skills  * Fieldwork * Manual Labor / Maintenance * Esri Suite / RStudio / Microsoft Office * Peer Leadership  Education **VCU, Richmond VA — Bachelor of Science**  **Expected in 2025**   * Major: Environmental Studies * 3.270 GPA * Preceptor for Urban Ecology   **Thomas Dale High School, Chester VA — *Advanced Studies Diploma***  ***2022***   * 4.3966 GPA (Top 10% of Class) * Science Club (President/Co-President)  Certifications  * ServSafe Food Handler — Expires 10/27/24 * Adult and Pediatric CPR/AED/First Aid— Expires in 2025 * Governor’s Early College Certificate — May 2022   Working Towards — @VCU   * River Studies and Leadership Certificate * Outdoor Leadership Certificate  Notable Coursework  * Invasive Species Management in Urban Parks — Spring 2024, A * Intro to Geographic Information Systems — Spring 2024, A (Change This) * Urban Ecology Independent Study — Fall 2023, A  References Available upon request  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
|  |  |