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Michelle Alexander  
Bennington VT - Email me on Indeed: indeed.com/r/Michelle-Alexander/f96518f919b71a54  
WORK EXPERIENCE  
Substitute Teacher (K-12)  
Southwestern Vermont Supervisory Union - Bennington VT - January 2006 to Present  
Responsibilities  
My duties include working as a substitute teacher for all subjects grades and programs in the schools located in Bennington VT. (k-12th grade).  
Program Assistant  
Natural Resources Conservation Service - Rutland VT - October 2013 to January 2014  
Responsibilities  
My duties included processing reviewing assembling and tracking documentation and certification of Farm Bill applications contracts payments and technical service provider projects. During processing of applications and certifications of eligibility for the field office zone I collected eligibility documents from applicants from other USDA agencies then entered data into agency-specific software programs and prepared reports on the findings. I also analyzed problems with applications and took remedial actions as well as recommended changes in procedures when it was necessary to prevent recurrence of similar problems that may have delayed obtaining certifications of eligibility. I also examined agency files to confirm that information on each document was complete and then adjusted and corrected obvious errors as needed. For payments to contracted participants I reviewed payment requests and verified payment documents to ensure that complete financial personal and contract information was provided then I input data into files and matched files properly. I also drafted and finalized contract administration letters and documents related to status reviews contract implementation contract modifications and potential cancellations or terminations while bringing files up- to-date and maintaining contract documents in case files. I also made procurement requests for all office supply needed for the field office zone and documented all supplies received. I serviced and performed monthly vehicle logs on all field office zone vehicles as well as assisted field staff with planning workload by developing customer files and attributing land base in the Toolkit program. I also provided customer service aid to customers by guiding them through the application contract and payment process and provided customers with resource information.  
Humane Investigative Agent  
Second Chance Animal Shelter - Shaftsbury VT - May 2007 to December 2007  
Responsibilities  
My duties included investigating alleged animal abuse cases at residences within Bennington County. When abuse had occurred I worked with state and local police officers animal control officers and the animal owners to resolve the abuse and poor living conditions. Sometimes this had involved confiscating the animal(s). Often with a case performed follow-up visits and educated the public about animal care. With each case I kept files up-to-date maintained documents in case files and entered data into specific software programs and prepared reports.  
Regulatory Specialist  
Dept of the Army US Army Corps of Engineers - Troy NY - February 2000 to April 2002 Responsibilities  
   
I worked as a Regulatory Specialist within the Compliance and Enforcement Section of the Regulatory Branch. This work entailed opening enforcement cases and conducting investigations on alleged violations where a Department of the Army permit had not been obtained prior to impacting navigable waters and/or wetland areas. I reviewed and assembled documentation met with property owners consultants attorneys state and town officials and other customers to determine the prior site conditions the purpose of the project and the degree of environmental degradation that had occurred. I then worked with these individuals to resolve each violation on a case-by-case basis. During this process I conducted wetland delineations reviewed permits project designs and engineering plans and provided resource information to customers including soils maps NWI wetland maps aerial photographs and wetlands confirmations. With each case I prepared a report on the findings of the unauthorized activities prepared reports on the violators outlining the nature of their violation coordinated the data obtained with concerned agencies drafted and finalized administration letters and documents kept files up-to-date maintained documents in case files and entered data into agency- specific software programs. I also performed compliance inspections on wetland creation areas to observe if permit conditions were followed by permit applicants. I reviewed potential violation and non-compliance determinations including verifying submitted documents to ensure complete information was provided all data was added to the files and matched field observations. I also analyzed problems with applications and took remedial actions. In addition I recommended changes in procedure when necessary to prevent recurrence of similar problems that may delay processing enforcement actions.  
Hydrologist  
USDA Forest Service Northeastern Research Station - Durham NH - March 1999 to February 2000  
Responsibilities  
My principal duties included reviewing and assembling documentation of 40 years of water quality data from streams ponds and lakes on the White Mountain National Forest and entered data into agency-specific software programs and prepared reports including performing summaries and statistical analyses. I am the secondary author on a Forest Service General Technical Report published in year 2002 that displays this data. My other duties included: using biomass equations to calculate biomass for a large numbers of trees on two study watersheds and incorporating nutrient analyses using Arcedit to digitize regional geology and ice- storm damage maps creating professional slide presentations using various graphics programs and scanners redesigning and creating web pages for the Hubbard Brook Ecosystem Study editing and creating tables for 40 years of snow depth and snow water equivalent data from the Hubbard Brook Experimental Forest and providing support services for scientists in Project 4352. In addition as a temporary assignment I worked with other resource specialists at the Army Environmental Center at the Aberdeen Proving Grounds writing and editing a Natural Resources and Cultural Plan for the U.S. Military Installations on Okinawa Japan.  
Hydrologist  
USDA Forest Service Hubbard Brook Experimental Forest - Campton NH - March 1997 to March 1999  
Responsibilities  
My duties included participation as a member of an interdisciplinary team that performed research projects using watershed ecosystem analysis as the major experimental approach. In the field on a weekly basis I collected soils meteorological and hydrologic data in addition to installing operating and servicing rain gages weather stations stream gaging stations sensors and data loggers. After collection of the data I reviewed and assembled documentation including generating daily and monthly tables of the experimental data and entering it into agency-specific software programs. I examined files to confirm that information on each document was complete and adjusted and corrected obvious errors as needed to verify the accuracy of all data. This data was used to view long-term trends from the various experimental treatments performed over the last thirty years on the forest. I also analyzed and created graphs and tables for 40 years of stream- flow data collected at Hubbard Brook. On a weekly basis I also operated a National Atmospheric Deposition Program wet deposition collector and performed laboratory chemical analyses on the samples. I also assisted  
with surveys of benchmark levels for weirs with level and rod and conducted surveys of vegetation to estimate biomass. In addition I gave oral presentations to several college classes on Acid Precipitation/Atmospheric Pollution and gave tours of the studies and instruments used at Hubbard Experimental Forest.  
Hydrologist  
USDA Forest Service Rocky Mtn. Research Station - Flagstaff AZ - October 1993 to June 1996  
Responsibilities  
At this research station I reviewed and assembled documentation primarily on five different studies. The first study I worked on was a laboratory study examining the effects of fine sediment on Apache Trout egg survival and fry emergence. I set-up and maintained the entire laboratory part of this study which included cultivating Apache Trout in large runways. During the field section of this study I collected and analyzed sediment samples from study streams and collected vegetation samples from study plots. The second study I worked on was a set of predation studies in the field and laboratory with Brown Brook Rainbow and Apache Trout and Spinedace. The third study I worked on involved sampling native and non-native fish populations on the Verde River. The last study involved examining the transportation and accumulation of large woody organic debris on three burned and one unburned watershed in Arizona. I co-authored a professional paper on this last study and presented these studies at three professional meetings.  
Fisheries Biologist  
USDA Forest Service LoLo National Forest - Missoula MT - June 1995 to January 1996  
Responsibilities  
My duties involved providing advice and reviewing and assembling documentation of plans related to the protection and management of the aquatic resources including anadromous fish migrations stream surveys stream productivity populations stream utilization physical and biological characteristics endangered or critical species and habitat improvements on rehabilitation programs. I participated in management investigations and surveys necessary for the protection mitigation of damage to and restoration of fish habitat. I reviewed and assembled documentation required for contracts and payments for timber sale projects grazing allotments due for re-issuance and past and present mining claim operations.