

NRM POLICY RESUME SAMPLE

1234 Wander Road, Bethesda, MD 20815
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Education

Bachelor of Science: Natural Resources Management
Minor: Environmental Affairs
Colorado State University, Fort Collins, Colorado

Summa Cum Laude Graduate
December 2011
GPA 3.995

Professional Experience

Colorado State Forest Service (CSFS), Fort Collins, Colorado

Student Administrative Assistant, Education Outreach Division December 2010-December 2011

- Wrote articles on CSFS District accomplishments for inclusion in district legislative profiles
- Organized mailing of all publications from Conservation Education Division
- Informed Colorado residents of the importance of sustainable forest management at events
- Managed the CSFS Fort Collins District library
- Acted as a resource for K-12 teachers and facilitators during Forest Ecology Week classes activities, June 2011

Colorado State Forest Service (CSFS), Fort Collins, Colorado

Student Administrative Assistant, Fire Division December 2009-December 2010

- Attended and documented meeting minutes for the Prescribed Fire Council to be issued to members
- Participated in the process of preparing wildland fire bills to be sent to the U.S. Forest Service
- Assisted in projects relevant to wildland fire such as logging engine inspections and fire bills in CSFS accounts
- Facilitated tour of CSFS with emphasis on the Fire Division/Shop for a Community College Natural Resource class

Natural Resource Ecology & Measurements, Colorado State University

Teaching Assistant June 2010-August 2010

- Acted as a resource for students and professors for two, four week summer field experience
- Assisted students during full-day classes on topics in watershed management, forestry, wildlife, recreation and range
- Guided species identification field exams for 80 students per session
- Graded student assignments such as exams, management plan papers, and calculated student grades
- Helped facilitate study reviews for students before exams

Professional Associations

- Society of American Foresters March 2011-December 2011
- Xi Sigma Pi Honor Society December 2009-December 2011
- Society of Conservation Biology December 2008-December 2011

Relevant Skills

- Knowledge of National Environmental Policy Act, Multiple Use Sustained Yield Act, The Wilderness Act, and other natural resource legislation
- MS Word, Excel, PowerPoint