

*(Resume Sample)*

**Jesse Santos**

**Address:** 5219 Melcamp Rd., Copper Center, AK 12399

**Day/Evening Phone Number:** (555)124-4325

**Cell Phone:** (555)446-1234

**Country of Citizenship:** United States

**High School:** Fargo High School, Fargo, ND, 58103. Year of graduation, 1978

**Social Security Number:** 123-45-6789

**Date of Birth:** 1-1-1960 (*Optional*)

**Driver's License Number:** AK#12345678910, exp7-05 (*Optional*)

**E-mail Address:** [JSantos@rpcv.org.net](mailto:JSantos@rpcv.org.net)

### **Education:**

#### **1.) Michigan State University (MSU)**

*Location:* Ann Arbor, MI 67890

*Major(s):* Fisheries Biology

*Minor:* Geographic Information Systems (GIS)

*Credits earned:* 60 semester hours

*Graduation date:* May 2000

*Degree:* M.S.

#### **2.) North Dakota State University (NDSU)**

*Location:* Fargo, ND 58103

*Major(s):* Historic Preservation Studies

*Minor:* WW II archival preservation

*Credits earned:* 128 semester hours

*Graduation date:* December 1993

*Degree:* M.A.

#### **3.) Slippery Rock University**

*Location:* Slippery Rock, PA 15366

*Major:* Biology

*Minor:* Federal Law Enforcement certification

*Credits earned:* 130 semester hours

*Graduation Date:* June 1985

*Degree:* B.S.

#### **4.) Oglala Lakota Community College**

*Location:* Rapid City, SD 57701

*Major:* Biological Methods

*Credits earned:* 107 semester hours

*Graduation date:* May 1981

*Degree:* A.S.

## **Work Experience:**

### **1. Position: Resource Management Specialist**

**Dates of Employment: 3-4-02 to present**

**Address: National Park Service, Wrangell-St. Elias National Park & Preserve  
RR 1, Box 123456**

**Copper Center, AK 12399**

**Supervisor: Chief of Resources Management, Jessica Smith (555)-556-9877**

**Salary: GS-0401-9/2**

**Hours per week: 40 hr**

#### **Duties and accomplishments:**

- Supervise 5 permanent NPS staff, 3 NPS summer and 1 winter seasonals and 15 volunteers.
- Conduct studies of fish abundance, seasonal distribution, condition, size, age, growth, sex, and primary food sources. Studies relate to food sources/bear density populations within established stream locations.
- Participate in one aerial wildlife study of bear density in a 250-mile radius.
- Draft report of findings. Two studies required hiking in remote, rough terrain and camping for up to 15 days. Transported to site by fixed wing aircraft.
- Field trained in collecting water quality information in streams such as stream velocity, turbidity, alkalinity, pH, dissolved oxygen, etc.
- Supervise volunteer staff in observation of caribou herd populations/breeding patterns. Assist staff in tracking herds of radio-collared moose and Dall sheep. Note tracking patterns on 7.5-minute topographic maps, Global Positioning System (GPS) for entry into digital format database.
- Complete planning and logistics of all staff field trips, including planning of meals, and procurement and transport of equipment and supplies and arrangement for transport and pickup.
- Research and analyze data. Utilize computer programs to compile, retrieve, analyze, and report resource management information. Maintain computer databases for park Resource Management Specialist.
- Perform data analysis of plant ecology studies for determining species proliferation within the 13 million-acre park and preserve. Compare observations, cataloging and recorded plant species information such as cover, density, height, site, exposure, and habitat type.
- Track all expenditures for District in AFS III. After receiving district figures for the fiscal year, establish district budget, obligate and expend funds, track and clear all expenditures in the commitment control register (CCR) and provide status of funds to Chief, Resource Management. Enter all GPRA goals associated with budget and field projects. Budget consists of three accounts totaling \$980,000.
- Approve all payroll for employees in the District. Submit for release to Chief, Resources Management.
- Complete all travel authorizations for self and associated travel vouchers to supervisor for approval and financial reimbursement through National Business Center (NBC).

## **2. Position: Biological Technician**

**Date of Employment: 4-25-01 to 3-3-02**

**U. S. Fish and Wildlife Service, Upper Souris National Wildlife Refuge**

**17705 212<sup>th</sup> Ave NW**

**Berthold, ND 58718**

**Supervisor: John James (555)997-0043**

**Salary: GS-0404-7**

**Hours per week: 40 hr**

Duties and accomplishments:

- Gathered biological data on waterfowl species numbers and variety through a four square-mile duck count, migratory waterfowl nest on three one-acre islands and leafy spurge beetle progress and relocation success along a four-mile stretch of the Souris River.
- Assisted with two 10-acre prescribed burns in attempts to stress and control the rate of spread of non-native and native invasive shrubs, grasses and Forbes.
- Repair, removal and construction of 2.5-miles of barb-wire fence on topography ranging from flat or hilly uplands to steep, rugged riparian corridors.
- Conducted youth educational program for fifteen children (4-11 years) utilizing museum skin mounts, skulls, bones from collected, donated and confiscated articles from common and endangered mammalian, avian and reptilian species.
- Designed and built 12 4x8 foot kiosks utilized to publicly display 150 finalists for the North Dakota Migratory Duck Stamp.
- Conducted refuge-wide safety meetings promoting a safer work environment through proper lifting practices.
- Assisted on masonry project to restore the weir on a water control structure utilized to maintain critical water levels for waterfowl production.

## **3. Position: Curator**

**Date of Employment: From 4-15-94 to 4-24-01**

**Address: National Park Service, Carl Sandburg Home National Historic Site**

**67 South Street**

**Flat Rock, NC 77779**

**Supervisor: Ashton James, (555)888-5555**

**Salary: GS-1015-7/1**

**Hours per week: 40 hr**

Duties and accomplishments:

- Supervised 3 volunteer curatorial staff at the museum and Sandburg historic home.
- Work independently with minimal supervision.
- Identify, catalog, and accession artifacts for inclusion based on relevance to story of Carl Sandburg.
- Monitor humidity and temperatures control of curatorial items kept in a temperature and humidity controlled environment.
- Organize all artifact storage and work areas, train volunteers and supervise all collections, process research requests, create electronic files for photo collection consisting of family members and social gatherings, and collected writings and poetry. Enter all accession documentation into database.
- Initiated the cataloguing of 21,000 artifacts from Carl Sandburg Home into electronic database.
- Catalogued artifacts discovered on site from 18<sup>th</sup> century homestead, including 200 pottery shards, 30 pipe stems, 75 utensils used for cooking and assorted fiber items collected from refuse piles.

#### ***4. Position: Park Ranger, Law Enforcement***

**Date of Employment: From 4-15-88 to 4-14-94**

**Address: National Park Service, Lake Mead National Recreation Area**

**55557 Lake Mead Drive**

**Boulder City, NV 11005**

**Supervisor: Joseph Fernandez, (555)888-1212**

**Salary: GS-025-7**

**Hours per week: 40 hr**

##### Duties and accomplishments:

- Provide information services and patrol on foot, all terrain vehicles (ATV), boat, vehicle and mountain bike. Acreage includes water and land resources in excess of 1.4 million acres. Water resources include surface and subsurface resources.
- Assist in Field training for all new seasonal employees. Sessions include boat and water safety, rappelling techniques and Lake Mead rescue and recovery scenarios.
- Assist Chief Ranger in preparing budgets for training and resource management, Government Funding Projects. The five projects submitted total \$950,000.
- Supervise staffing functions including scheduling and Performance Reviews of seasonal staff.
- Directly involved with enforcement issues with gangs and drug issues and investigations involving Torte Claims and other Federal crimes.
- Respond to various building and location alarms.
- Participate in Community Outreach Programs covering DARE and Stay in school programs.
- Responsible for building and location security Keys and Cores for park buildings and distribution of key assignments to park staff.
- Assist Regional Firearms Instructor and Weapons Officer during class and field instructions.
- Provided representation in Magistrate Court and prepare legal documentation as required involving theft, accidents, torte and criminal issues. Serve as the parks Assistant to Prosecutor for CFR crimes.
- Serve as EMS coordinator and as liaison between the NPS and other state, county and federal agencies.
- Provide off site programs for water safety and other program needs. The water safety programs contact 325 area students, grades 5-12 during the school year.
- Collateral duties include: Intermountain SET Team Member, Wildland Fire Fighter, park Key and Core officer. Dive Team member.
- Patrolled 540-miles of shoreline and desert environment in a diverse culturally populated area. Three of the four great American desert ecosystems converge within the park environment: Great Basin, Mojave and Sonoran Deserts with an incredible variety of plant and animal life.
- Part of park surveillance team utilizing vehicles, foot, ATV, building searches, drug interdiction for controlled substance plots and cultivation of illegal substances.
- Complete accident investigations, wildlife enforcement and shoreline bird studies for resource management purposes.
- Perform back-country foot and boat patrol and search and rescue operations (SAR). SAR's average of 30-50 times per year.
- Member of park dive team and have participated in 15 search and recovery efforts. Dive team utilized for body recovery purposes as well as subsurface research and photography for resource management projects.
- Assist in the archeological protection of the lake and surrounding environment.

**5. Position: Park Ranger, Interpretation**

**Date of Employment: From 5-23-86 to 4-14-88**

**Address: National Park Service, Harry S. Truman National Historic Site**

**122 Main Street**

**Independence, MO 88890**

**Supervisor: Karen Sendez, (555)888-5678**

**Salary: GS-025-5 seasonal appointment; permanent status acquired. Highest level GS-025-7**

**Hours per week: 40 hr**

Duties and accomplishments:

- Conducted research on variety of natural park resources/cultural history of park and developed outlines for presentations, considering the type of audience (children, all age ranges, etc.).
- Researched material/developed 2 interpretive handouts: Truman's legacy in the new world and walking guide to the Truman Farm and Cave.
- Used Power Point program, large format historical Photos and oral history transcript text to convey information to visitors of the critical decisions made by Truman that affect the world today.
- Observed and reported weekly observations on visitor impacts on social trails at the Truman Farm.
- Met with visitors and conducted impromptu interpretive talks, answered questions, and provided safety briefings.
- Staffed an information desk that served an average of 300 visitors per day during summer months.
- Issued research permits, answered questions by telephone and in person, and provided visitors with information. Collected and accounted for entrance fees. Completed fee remittance reports on weekly basis.
- Maintained inventories of brochures and ensured they were displayed in an attractive manner.
- Greeted all visitors courteously and tactfully handled situations with people who were frustrated at having to wait in line for information or house tours.
- Operated audio-visual equipment with three simultaneous projectors and audio/visual sync equipment.
- Operated Abodia slide system and assumed responsibilities for cataloging historic photograph conversion into digital format slides.
- Participated in one search, at the request of city and county law enforcement, for a missing female with Alzheimer's Disease. Individual was located within 3 hours.

**6. Position: Bowling Alley Attendant**

**Dates of Employment: 3-1-77 to 9-30-81**

**Address: Bowlaway Lanes**

**Sheffield, SD 57701**

**Supervisor: Jim Donick, (555)333-1456**

**Salary: \$5.25/hour**

**Hours per week: 16 hr**

Duties and accomplishments:

- Worked winter months (January 1-March 30) during youth leagues only
- Supervised seven youth bowling leagues, ages 10-14
- Worked behind counter distributing shoes and tending the cash register
- Supervised five lanes consisting of four to eight kids, to help teach them how to keep score and monitor behavior
- Detected malfunctions in equipment to report to supervisors or possible fix minor problems

## **7. Position: Volunteer**

**Address: Boy Scouts of America**

**Troop 355**

**Fargo, ND 57701**

**Dates of Employment: 1976 to 1981**

**Supervisor: Patty & Jeff Blum (Chairmen), (555)-443-1212**

**Salary: Volunteer**

**Hours per week: 16 hr**

### **Duties and accomplishments:**

- Supervision of Scouts as an Assistant ScoutMaster. Assisted with numerous volunteer projects such as road cleanups, working at the local food pantry, hiking and cleaning US Fish and Wildlife and state forestry trails, planting food sources in the turkey habitat field on Forestry Rd. 117
- Built and placed waterfowl duck boxes. Participated in deer surveys with the state Game Commission, and help in numerous Eagle Scout Projects
- Eagle Scout Project consisted of 136 hours of friends, family, scouts, and myself refinishing all the playground equipment at the Sheffield Memorial Field

### **TRAINING COURSES:**

- Radio telemetry field and classwork on Elk herds of the Wrangell-St. Elias National Park, as part of NDSU degree curriculum requirements. Field work included 40 hours of study.
- Volunteer Veterinary Assistant to Montana State Veterinarian, Lance Smith on the 1998 Canyonlands National Park, Desert Bighorn Sheep capture, health assessment, radio collaring and relocation. Project was completed with National Park Service, Utah and Montana Dept of Natural Resources, and area volunteers. Assisted Veterinarian(s) with collection of blood samples, scabies assessment, topical treatment and/or removal of growths. Transported blood samples to Salt Lake City for analysis within 16 hours of collection. Captures occurred over a five-day period.
- Completed vegetation analysis as part of B.S. degree senior thesis and internship, National Park Service, Assateague Island National Seashore, Virginia. Vegetation analysis included an assessment American Beach Grass competition with exotic species invasion along the primary dune system. Report also included low cost recommendations to increase native species and mitigate exotics.
- S-130 Firefighter; S-190 Basic Wildland Fire Behavior: U.S. Fish & Wildlife Service.
- Research Assistant at North Dakota State University included work on laboratory dating of remains from Northern Plains Indians sites. Completed at the request of associated tribal elders who also participated and spiritually guided the investigation team. All procedures followed the Native American Graves Protection and Repatriation Act (NAGPRA) requirements. Presented research findings to identified tribal council members and, with their permission, at a professional conference.

### **SKILLS:**

- Proficient in handling and maintenance of barb-wire fence and gate installation tools such as fencing pliers, hydraulic tractor mounted and gas powered two-man hand held posthole augers, fence stretchers, wire winders, hammer, chain saw and associated protective equipment, and the utilization of All-Terrain-Vehicles for relocation of materials.
- 1994, 1995 Softball coach for one team, ages 9-15
- Sunday school teacher – 4<sup>th</sup> and 5<sup>th</sup> graders
- Vacation Bible School teacher – kindergarten class Volunteered with Fargo, ND area Boys and Girls Clubs to provide mentoring assistance to troubled teens, ages 13-17.

## **AWARDS:**

- Senior capstone scholarship recipient for junior and senior years, North Dakota State University. Scholarship included \$6,000 per year tuition coverage and \$1,500 per year textbook allowances.
- Dean's list, each consecutive semester, Sophomore, Junior and Senior years. GPA= 3.95
- Boys and Girls Clubs of North Dakota state Mentor of the Year, 1998
- Association of Black Journalists: Young Black Journalist Program/ Public Relations Group Student Leader 1998
- Member, American Indian Science & Engineering Society (AISES), 1995-present
- National Institute of Science, 1997-present
- President for Thunderbird Theater Club, Oglala Community College, 1995

## **References:**

1.) John Smithton  
122 E. Sondastand St  
Seward, AK 12345

Years known: 2 years

Relationship: Co-worker

2.) Eileen Connary  
1567 2<sup>nd</sup> Street West  
Fargo, ND 98765

Years know: 15 years

Relationship: Family Friend

3.) Sontar Kilmanthro  
3345 South Central Ave.  
Rapid City, SD 57701

Years known: 4 years; Relationship: Academic Advisor