

Example of a  
Federal Resume  
for an NRCS  
position

# Arizona Sun

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## **JOB INFORMATION:**

Announcement Number: NRCS-23-11745721-MP-CA-NB

Job Title: Soil Conservationist

Series & Grade(s) Applying for: 0457, GS 9 – 11

**Country of Citizenship:** United States of America

**Veteran's Preference:** N/A

**Permission to contact current supervisors:** YES

## **OBJECTIVE:**

Seeking to continue my career with the USDA – Natural Resource Conservation Service that will allow me to utilize my existing experience in overcoming the challenges of the local field office. Hoping to use my knowledge of conservation practices, natural resource management techniques, and soil health to improve the management of rangeland, cropland, forests, urban areas, wildlife habitats, and the environment. Eager to expand my knowledge of local agricultural commodities and sustainability. Willing to relocate and travel.

## **WORK EXPERIENCE:**

### **Natural Resource Conservation Service**

Tucson, AZ

Date Employed: August 16, 2021 – Present

Grade Level/Pay/Salary: GS 9

Hours per Week: 40

Supervisor: Juana Luis

Email: Juana.Luis@email.gov

#### *Soil Conservationist*

Worked with farmers, ranchers, and other landowners to develop conservation plans, manage contracts, and address resource concerns by using web-based programs and tools. Provided technical assistance and recommend practices to farmers and ranchers on cropland, pastures, rangeland, and urban farms that help control soil erosion, promote soil health, and conserve water. Provide information to the public regarding the Farm Bill and State Conservation Programs and initiatives. Explain cost-share programs, and payment procedures to applicants and contract holders. Conduct regular follow-ups on all scheduled practices assigned and communicate with applicant throughout the nine steps of planning. Developed operation and maintenance agreements for all structural practices planned. Certify practices that were 100% in accordance with NRCS conservation standards. Perform annual contract reviews on all assigned contracts, process payments, and create contract modifications. Inherited and managed three contracts from EQIP 2021, five applications form 2022, and one CSP 2022 application. Managed 16 applications and developed conservation plans for EQIP and CSP 2023.

- Served as the Hispanic Special Emphasis Program Manager on the Civil Rights Committee.
- Served as a leader on the Urban Ag/Beginner Farmer and Rancher Committee for the Urban initiative and served as the point of contact for Southern Arizona.
- Served on the Team Arizona Planning Committee and planned for a 5-day 200+ employee development workshop.
- Initiated an outreach program for the Tucson Field Office by attending monthly Farmers Markets and community events in the local area with a range of 2-50 Farmers. Discussed and promoted NRCS programs that generated interest and applications for assistance.
- Developed and presented four local workshops on Soil Health, and NRCS Financial Assistance Programs and provided technical assistance on local urban gardens.
- Participated at the University of Arizona Career Fair with a combination of outreach and recruitment opportunities for the agency. Spoke to 50 students.
- Organized Discover Ag Day for 30 students and presented a workshop on soil pH.

## **Forrestal Lab**

Davis, CA

Date Employed: October 2020 – December 2020

Grade Level/Pay/Salary: \$13.25

Hours per Week: 10-15

Supervisor: Green Forest

Email: [Green.Forest@email.edu](mailto:Green.Forest@email.edu)

### *Student Lab Assistant*

Two-month position to determine drought resistant grape varieties. Responsibilities included performing analytical and practical lab activities and maintaining lab records. Supported greenhouse management, including irrigation, monitoring grape varieties, and sampling plant tissue. Processed leaf samples and analyzed leaf anatomy. Explored the function of the stomata to indicate the rate of gas exchange. Used equipment such as Li-600 Porometer/Fluorometer and the Li-6800 Portable Photosynthesis system with fluorometer to measure crop physiology such as carbon dioxide and water absorption.

## **Domaine Chandon Winery**

Yountville, CA

Date Employed: July 6, 2020 – September 18, 2020

Grade Level/Pay/Salary: \$19.50 per hour

Hours per Week: 40

Supervisor: May Weather

Email: [May.Weather@email.com](mailto:May.Weather@email.com)

Phone: (555) 555 - 0562

### *Seasonal Viticulture Technician*

Successfully worked independently while assisting the Growers Relations Representative.

Responsibilities included, monitoring vineyards and related tasks such as doing crop estimates,

observing grape ripeness characteristics and record keeping of sugar sampling results. Scouting for pests, diseases, and other developmental issues throughout various vineyards. Completed special projects such as data entry, introduction to GIS crop mapping, managed company community garden and distributed produce and worked on irrigation water management.

- Contributed to help improve their Sustainability plans for their NAPA Green Certification.
- Collected Soil Samples to implement specific winter cover crops for their vineyards.

## **USDA Natural Resources Career Development Program**

### *Summer Intern*

Selected for the Natural Resource Career Development Program for Summer of 2020 however, the internship was canceled and postponed due to the COVID Pandemic. Networked with and participated in NRCP activities such as virtual workshops and skills building hosted by USDA NRCS officials such as Rick Tafoya, Human Resource Specialist/National SEPM Team Lead, and Alejandra Luna, California's Human Resource Liaison/California Pathways Student Program Coordinator.

## **E.A.R.T.H University**

Guacimo, Costa Rica

Date Employed: June 20, 2019 – August 2, 2019

Grade Level/Pay/Salary: Unpaid

Hours per Week: 40

Supervisor: Joe Silver

Email: Joe.Silver@email.edu

### *Field Intern*

Interned in multiple areas such as the Peri-Urban Farm, Tropical Agriculture Farm, and Organic Production Farm for 6 weeks. During my time at the Peri-urban farm we learned techniques to produce food with limited supplies and space. I acquired new methods of organic, bio-intensive farming to support a healthy lifestyle and the wellbeing of the entire production chain. I learned how to manage a thriving agricultural operation with the limitations of water access. Assisted on special projects of conserving their seed bank and compost management. I worked with tropical produce such as cacao, plantains, pineapples, Mamon Chino (Rambutan), and Mangosteen.

## EDUCATION:

### **Bachelor of Science:** Sustainable Agriculture and Food Systems

University of California, Davis | Davis, CA

Graduated: June 2021

GPA: 3.8

### **High School Diploma:** Monache High School

Porterville, CA

GPA: 3.8

## JOB RELATED COURSES:

### *Soil Health Training*

Hands on training using the Soil Quality Test Kit. Went over the test procedures of measuring soil quality, soil respiration test, infiltration test, bulk density test, Electrical Conductivity test, pH test, soil nitrate test, aggregate stability test, slake test, earthwork test, soil physical observations and estimations, and water quality tests.

### *SAS 130 – Contemporary Leadership Winter 2019*

Leadership, including issues, skills, and practices as they relate to individuals, organizations, diverse social settings and communities. Written and verbal communications, personality styles for collaborative work, and ethics.

### *SSC 10: Soils in Our Environment*

Learned soil morphology, ecology, and basic concepts of soil such as structure, formation, aeration, temperature, chemical properties, and pH management. As well as, explored sustainable use of soil resources.

### *Citrus Career Development Event (CDE) Contest, Future Farmers of America 2016*

Competed in Citrus Judging during my time as a FFA member. The CDE dealt with identifying specimens within the citrus industry such as rootstocks, leaves, fruits, weeds, pests, pathogens, parasites, predators, diseases, and disorders. Oral placing of specific classes in front of a judge. As well as a written component that tested my ability of general knowledge of the basic principles of the citrus industry.

### *Supervised Agriculture Experience, Future Farmers of America (FFA) 2016*

Raised and managed livestock during my time as a FFA member. I learned Swine and Sheep Entrepreneurship by caring and selling market hogs and lambs and overseeing all aspects of the health and growth of the animals. Duties consisted of feeding, cleaning, bed rotations, sanitizing, and providing special treatments, medications, and training livestock.

Example

## **SKILLS**

- Bilingual: Fluent in Spanish, Spoken and Written
- Proficient in utilizing Web Soil Survey, RUSLE2, WEPS, Win-SRFR, Win-PST, FIRI, Microsoft Word, Excel, Power Point, GIS, and GPS
- Conduct Soil Texturing and Soil Health Assessment
- Strong Interpersonal skills – communication and adaptability with team members
- Public speaking skills
- Strong communication and Analytical Skills
- Able to manage crops and livestock
- Accomplished in leading projects
- Supportive team member
- Excellent leadership and Time Management Skills

## **VOLUNTEER AND COMMUNITY SERVICE**

- Volunteered to maintain a nonprofit community garden during the Pandemic
- UC Davis Picnic Day Volunteer
- Early Academic Outreach Program Law Day Volunteer
- Floriculture Field Day Volunteer
- Participant of Little “I” Livestock show
- Pillow’s for Thoughts Creator – donated 250 pillows to Valley Children’s Hospital
- St. Jude Children’s Hospital Volunteer
- Assisted at the National FFA Convention for the College of Agriculture and Environmental Sciences, UC Davis
- Volunteered at the Student Farm at UC Davis
- Volunteered as a Creed Judge for The National FFA Organization at a local and regional Level

## **AFFILIATIONS, HONORS, AWARDS, MEMBERSHIPS, ETC.**

- Arizona NRCS Awards – Urban Initiative, Team Outreach Program, Special Emphasis Program Manager, Discover Ag Day, UofA Career Day
- Dean’s list: 2017
- Aggie connections Day Coordinator
- Member of UC Davis College of Agriculture Aggie Ambassador
- UC Davis Field Day Coordinator
- FFA Greenhand Degree Received

## **REFERENCES**

1) Juana Luis, Supervisory Natural Resources Specialist Phone (555) 555 - 9316

[Juana.Luis@email.edu](mailto:Juana.Luis@email.edu)

2) Winter Storms, Student Farm Director Phone (555) 555-7645

[winter.storms@email.edu](mailto:winter.storms@email.edu)

3) May Weather, Domaine Chandon Supervisor Phone (555) 555 – 0562

[may.weather@email.com](mailto:may.weather@email.com)

Example