

SMOKEY BEAR, JR

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

CAREER SUMMARY

Skilled forestry technician with three seasons of experience performing recreation area work as part of a team during the busy summer season. Strong history of designing and implementing successful strategies designed to meet or exceed organizational safety goals. Solid relationship-building skills and experience working collaboratively with teams, partners and the public.

KEY SKILLS

Recreation Area Maintenance	Fire Ignition/RX Burns
Wildland Fire Suppression	Chainsaw Use and Safety
Verbal and Non-verbal Communication	Team Development and Empowerment
Problem Identification and Resolution	Solutions and Systems Implementation

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05, May 2019 – Present

USDA Forest Service, Cherokee National Forest, Ocoee Ranger District, 40 hours/week
Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact Me First

Strategic Planning

Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities. Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan. Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested. Develops weekly reports and accompanying visuals to detail timber management projects.

Project Management

Without guides or precedent, assists in planning timber stand management projects. Gathers necessary field data used in creating reports for unit activity. As part of a team, conducts timber stand improvement surveys to determine stand health. Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed. Proficient management of multiple projects simultaneously with minimal supervision.

Special Projects:

- Two-week assignment in the Cherokee National Forest Supervisor's office serving as an assistant to the Public Affairs Specialist. With a vast understanding of visitor and partner interests, assisted in the development of informative and engaging content including press releases for internal and external use, a social media calendar to promote upcoming events and activities, and local media coverage for key events.

Forestry Technician Intern, GS-0462-04, May 2018 – August 2018

USDA Forest Service, Cherokee National Forest, Watauga Ranger District, 40 hours/week
Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

Wildland Firefighting

Performed wildland firefighting work as part of a fire crew. Responsible for maintaining specialized equipment and ensuring equipment was in good working order. Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch. Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.

Training

Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03, June 2017 – September 2017

USDA Forest Service, Unaka Ranger District, 40 hours/week
Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

Maintenance

Performed daily maintenance and clean up for sites and reported issues as needed. Monitored public use of recreation areas and trails to ensure compliance with rules and regulations. Reported safety issues to designated officials. Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.

Public Engagement

Provided general information to the public including information about special use permits. Inspected special use permits to ensure compliance and reported non-compliance to designated official. Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern, June 2016 – August 2016

Greening Youth Foundation, Cherokee National Forest, 40 hours/week
Supervisor, Sasha Reid, Retired

Coordination

Coordinated weekly meetings with crew members to plan for upcoming events and work assignments. Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest. Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance.

Communication

Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest. Served as primary contact for educators planning a visit to the forest. Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

Special Recognition

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017

Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

Specialized Training

S-130/190 Basic Firefighter	USDA Forest Service	2016
High Impact Communications	Only You International	2017
CPR and First Aid Training	USDA Forest Service	2017
S-212 Wildland Fire Chainsaws	National Wildfire Coordinating Group	2018

Education

Bachelor of Science, Natural Resources Management	2019
Wildfire University	Chattanooga, Tennessee
GPA: 3.75	

References

Woodsy Owl, Give a Hoot Incorporated	woods@owl.com , 333-222-1111
Captain Planet, Captain Planet Foundation	captain@planet.com , 777-333-1111
Victoria Christiansen, USDA Forest Service	chief@fs.gov , 222-333-7777

Federal Resume Example 2

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WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05

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USDA Forest Service, Cherokee National Forest

40 hours worked per week

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TRAINING AND CERTIFICATIONS

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PROFESSIONAL SUMMARY

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