

FEDERAL RESUME EXAMPLE

Andrea Fritchie

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Social Security No.: 000-00-0000
Citizenship: United States
Federal Status: Visitor Information Asst, GS-1001-5, 2001 to 12/2003
USDA USFS Clear Creek Ranger District
Veteran's Preference: N/A

OBJECTIVE:

Supervisory Interpretive Services Asst, GS-1001-5/6/7
ANN. # R10-03-1327

EDUCATION:

BA in Human Ecology, College of the Atlantic, Bar Harbor, ME
Graduation May, 2007

University of Ireland, Galway

Study abroad, fall semester 2005 in Mathematics and Liberal Arts

EXPERIENCE:

Visitor Information Assistant, GS-5 June 20xx – December 20xx
USDA USFS Clear Creek Ranger District \$25,697/year
101 Chicago Creek Road, Idaho Springs, CO 80452 40+ hours/week
Supervisor: Donna Breslin; (303) 333-3333; may be contacted

- Supported and helped maintain daily operation of the visitor center. Daily operations included: greeting visitors, answering phone calls, providing written and verbal information, operating and maintaining audio-visual displays, creating and revising information publications, and assisting in the preparation of informational exhibits.
- Developed and delivered interpretive programs to local schools, senior centers, and many diverse groups. Interpretive school programs included: State of Colorado curriculum-based and focus on local ecology, history, and anthropology.

Naturalist

March 20xx – June 20xx
Jefferson County Open Space, Lookout Mountain Nature Center \$11.00/hour
901 Colorow Road, Golden, CO 80401 Supervisor 40+ hours/week
Supervisor: Tabbi Kinion; (303) 444-4444

- Responsible for daily operations: opening and closing facility, supervision of volunteers, care of exhibits, and responding to visitor inquiries.
- Developed, maintained, and implemented interpretive programs for schools and groups.
- Planned and developed several roving interpretation programs, a Wildflower Festival, and a summer outdoor children's program focusing on ecology.
- Assisted in planning and implementation of several festivals, seasonal migration programs, and new group programs.

Seasonal Park Ranger

November 20xx – March 20xx

Colorado State Parks, Roxborough State Park
4751 N. Roxborough Drive, Littleton, CO 80125
Supervisor: Heather Poe; (303) 555-5555

\$8.83/hour
40 hours/week

- Provided roving interpretation, guided interpretive tours, development of displays and exhibits, and law enforcement of park rules and regulations.
- Supervised volunteers, opened and closed visitor center, maintained records of pass sales, and inventoried supplies.
- Maintained trails, provided routine vehicle checks and maintenance, deposited funds, and contributed to park publications and newsletters.

Interpretive Ranger

August 20xx – November 20xx

Bandelier National Monument, Student Conservatory Assoc.
HCR 1, Box 1, Suite 1, Los Alamos, NM 87544
Supervisor: Sally King; (303) 666-6666

\$50.00/week
40 hours/week

- Provided formal and informal contacts with majority of the 250 daily summer visitors.
- Issued back county permits, providing pass information and orienting visitors to trails, regulations, and the museum.
- Conducted 1½ hour ranger-guided tours, consisting of 10 – 15 participants of all ages, of the Frijoles Canyon and provided historical and cultural background.

CERTIFICATIONS:

- National Association of Interpreters – Certified Interpretive Guide 20xx
- American Red Cross – Adult, Infant, and Child CPR June 21, 20xx
- American Red Cross – First Aid BASICS June 25, 20xx
- Wilderness First Responder, Wilderness Medical Assoc. Expires: May 20xx
- State of Maine Park Ranger Safety and Equip. Training Summer, 20xx