

# AGNR SAMPLE RESUMES



UNIVERSITY CAREER CENTER  
& THE PRESIDENT'S PROMISE

Welcome to the AGNR Sample Resume supplemental guide! This resource was created by the University Career Center @ AGNR to specifically showcase resume examples for students in the College of Agriculture and Natural Resources.

## RESUME WRITING RESOURCES

A resume is a document where students can articulate the skills that they develop through meaningful experiences within their academic curriculum, or experiential learning such as internships and undergraduate research. A well written resume can help you stand out amongst the competition to employers and hiring managers.

The Career Center has an array of resources that can help you draft your initial resume. The annual [Terp Guide](#) has resume and career development tips you should explore. In addition to the AGNR Sample Resumes, we encourage you to review the following pages from the Terp Guide:

- [Preparing Your Resume](#)
- [Samples of Work Experience](#)
- [Action Verbs](#)
- [Resume Checklist](#)

The Career Center has also developed a series of resume “How To” videos

- How to: [Resume Introduction](#)
- How to: [Format Your Resume](#)
- How to: [Improve Your Resume Content](#)
- How to: [How to Tailor Your Resume for a Specific Position](#)

## IN THIS GUIDE

The resumes in this resources are examples from current and former AGNR Students. The resumes included represent the departments and programs within the College of Agriculture & Natural Resources. Click on the department below to view the sample resume. Please note that these samples are only to be used as a guide. Your personal experiences will shape how your resume will look.

- Agricultural Resource & Economics
- Animal & Avian Sciences
- Environmental Science & Policy
- Environmental Science & Technology
- Nutrition & Food Science
  - Dietetics
  - Food Science
- Plant Science & Landscape Architecture
  - Environmental Horticulture 1
  - Environmental Horticulture 2
- Institute of Applied Agriculture

## FURTHER ASSISTANCE

Once you’ve reviewed these resources and drafted your initial resume, consider having your resume reviewed. You can obtain a resume critique by University Career Center Peer Career Educators through daily drop-ins. If you have a resume you want to tailor for a specific job or internship, you can [request an appointment](#) to meet with a career professional. Visit our website, [careers.umd.edu](https://careers.umd.edu) for more information.

# AREC Student

1111 Ag Resource Court, College Park, MD 20740 | (111) 222-3333 | arecstudent@gmail.com

## EDUCATION

**University of Maryland (UMD)**, College Park, MD  
Bachelor of Science, Agriculture and Resource Economics  
Cumulative GPA: 3.5

**May 2018**

## EXPERIENCE

**United States Department of Agriculture**, Beltsville, MD  
**2017**

**May 2017-August**

Intern, Agriculture Research Services

- Participated in field research to determine the effectiveness of cover crops in controlling weed population.
- Utilized soil probes to collect soil samples to be used for the experiment that tests the effectiveness of weed control based on a shoot cover or root cover
- Measured the biomass of grain against cover crops: pea, vetch and clover.
- Learned to identify different types of weed and record the amount as part of an analysis to find out the number and types of weeds that grow in various spots in a field.

**University of Maryland**, College Park, MD

**February 2017- May 2017**

Intern, College Park Writing Center

- Coached fellow students out of their writing blocks and guided them in developing their writing assignments
- Performed asynchronous and synchronous mock online tutoring sessions
- Developed skills and characteristics of a tutor such as a coach, commentator and counselor.

**NspireGreen LLC**, Washington, DC

**January 2017**

Intern for a Day

- Reviewed and presented findings about various state government's Smart City proposals such as: automated bused, streetlight sensors to conserve electricity and transit-signal priority technology to increase bus scheduled arrival time.

**Paint Branch Elementary School**, College Park, MD

**March 2016-May 2016**

Volunteer, Terp Reading Program

- Collaborated with the program advisor to improve upon students' reading abilities.
- Coordinated and directed each reading session tailored to the interest of the students.
- Facilitated discussions with middle school students to develop their understanding of the book assigned to the class.

## PROFESSIONAL DEVELOPMENT & SERVICE

- Attendee, 2017 Immersion Academy hosted by Center for Growing Talent by the Produce Manufacturers Association, Texas, December 2017
- Attendee, 2017 Future Harvest Chesapeake Alliance for Sustainable Agriculture (CASA): Cultivate the Chesapeake Foodshed Conference, Maryland, October 2017
- Participant, Alternative Breaks: Planting the Seeds for Food Justice, Boston, May 20-27, 2017
- Participant, Alternative Weekends: Food Security in Clagett Farm and Forested Farm, Maryland, November 2016
- Member, UMD Community Learning Garden Club, Maryland, September 2015- May 2016

## AWARDS & HONORS

- Dean's List Recognition, University of Maryland: Fall 2014, Fall 2015
- Recipient of 2015 Ray A. Murray Scholarship, University of Maryland

# ANSC Student

100 Animal Science Drive College Park, MD 20000 | Twitter @anscstudent | (111) 111-1111 | anscstudent@umd.edu

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## EDUCATION

**University of Maryland, College Park, College Park, MD** May 2018  
*Bachelor of Science, Animal Sciences*

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## RELEVANT EXPERIENCE

**Central Maryland Research & Education Center, Clarksville, MD** August 2017 – Present; June 2016 – January 2017  
*Beef & Dairy Intern*

- Design and develop educational materials for the University of Maryland's College of Agriculture & Natural Resources (AGNR) exhibit at Maryland State Fair to facilitate consumer learning
- Engage with and respond to public concerns related to the beef and dairy industries to alleviate consumer misconceptions
- Assist with preparations for the annual AGNR Open House event to garner interest in the University's agriculture programs

**Wye Research & Education Center, Queenstown, MD** May 2017 – August 2017  
*Summer Intern*

- Maintained a 200-head cow/calf operation using rotational grazing practices to reduce feed costs and maximize land usage
- Supported breeding and genetic programs of herds to improve animal performance

**Animal Agriculture Alliance, Arlington, VA** January 2017 – May 2017  
*Communications Intern*

- Developed weekly social media content aimed towards increasing engagement on the organization's Twitter and Facebook platforms
- Tracked daily news and legislation related to animal agriculture and updated website with significant findings for the organization's usage
- Wrote monthly blog posts for the *Animal Ag Engage* blog about internship experiences and current animal agricultural issues
- Helped to coordinate the Animal Agriculture Alliance's annual Stakeholders Summit to increase membership and shared pertinent information with attendees related to animal rights activists

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## LEADERSHIP EXPERIENCE & ACTIVITIES

**Block & Bridle, College Park, MD** December 2016 – Present  
*President*

- Implement newly created officer roles and efficiently delegate tasks
- Doubled showmen signed up to participate in Block & Bridle's annual Ag Day Livestock Show from 40 to 80
- Increased member attendance through planning of fewer, more interesting meeting presentations

**Collegiate Farm Bureau, College Park, MD** November 2016 – Present  
*Secretary*

- Competed in 2016 Collegiate Discussion Meet at state and national levels
- Awarded \$500 mini-grant from the American Farm Bureau Federation after collaboration with members to coordinate an "Ask a Farmer" event for the spring semester

**Sigma Alpha Professional Agriculture Sorority, College Park, MD** December 2014 – Present  
*Member*

- Participate on fundraising and professional committees to increase funding of sorority events and professional development
- Awarded *Advocate for Agriculture* chapter award for demonstrating the greatest effort towards promoting the agriculture community

**College Aggies Online, Arlington, VA** September 2017 – November 2017  
*Competitor*

- Completed weekly challenges through the creation of videos, graphics, blog posts, etc. for Twitter, Facebook and Instagram to improve consumer engagement. Placed in the Top 5 during the nine-week scholarship competition

## ENSP Student

529 Smart Lane, College Park, MD 20742 • 301-222-2222 • ENSPstudent@umd.edu

### EDUCATION:

**Bachelor of Science, Environmental Science and Policy**

May 2019

**Concentration in Environment and Agriculture; GPA: 3.894**

University of Maryland (UMD), College Park, MD

*Relevant Courses:* Environmental Science and Policy – Introduction to Policy, Introduction to Environmental Law, International Political Relations, Energy and Climate Policy, and Global Environmental Politics

### RELATED EXPERIENCE:

**Department of Justice; Environmental Crimes Section, Washington, D.C.**

January 2019-May 2019

*Intern*

- Aid attorneys in prepping for environmental cases by conducting research, transcribing recordings, and sorting and logging evidence.
- Greet guests as they enter the main office and help direct them to the conference room and/or other staff offices.

**National Association of Conservation Districts (NACD), Washington, D.C.**

May 2018-August 2018

*Government Affairs and Communications Intern*

- Provided administrative assistance by answering phone calls, greeting visitors, and printing documents.
- Attended congressional briefings and meetings relative to conservation policies.
- Assisted the communications team by conducting interviews, transcribing recordings, and writing blogs.

**Beltsville Agriculture Research Center (BARC) Beltsville, MD**

January 2017-December 2017

*Intern*

- Assisted BARC staff and UMD graduate students in carrying out their respective research projects.
- Ranked legume cover crops in a breeding study for maturity to determine the best cover crop for regional use.

**UMD Dr. Kate Tully's Agroecology Lab, College Park, MD**

August 2016-December 2016

*Research Assistant*

- Assisted a graduate student in conducting research on nutrient uptake in cover crops.

### LEADERSHIP AND ACTIVITIES:

**College of Agriculture and Natural Resources (AGNR) College Park, MD**

January 2018-Present

University of Maryland,

- Assist and advise students with course and class sections, as well as study techniques and other activities that will better their college experience.
- Support the instruction of a UNIV100 course to teach students how to be successful at UMD.

**Conservation Careers Workshop Attendee**

January 2019

National Association of Conservation Districts (NACD), San Antonio, TX

- Selected to be one of ten individuals to attend a career workshop focused on career paths within conservation.
- Organized a career panel at UMD to allow students to explore careers in conservation.

**Agriculture Future of America (AFA) Student Delegate**

November 2017-November 2018

Kansas City, MO

- Selected to represent the College of AGNR as a participant in the 2017 and 2018 AFA Leaders Conference, to enhance leadership skills and network with agriculture industry professionals.
- Attended the AFA Policy Institute in March of 2018, which focused on advocating agricultural policy through meetings with Maryland's Members of Congress.

**President of Maryland Wishes**

January 2016-December 2017

University of Maryland, College Park, MD

- Created and managed fundraisers for the Make-A-Wish Foundation, Mid-Atlantic.
- Led club meetings with three other executive members and recruited members to join the club.

### ADDITIONAL EXPERIENCE:

**Technical Director at Distance Education Technology and Services**

January 2016-Present

University of Maryland, College Park, MD

- Manage cameras and other technical operations for recorded lectures that are used by off-campus students.

# ENST Student

529 Natural Lane, College Park, MD 20742 · (301) 222-4444 · enststudent@termpmail.umd.edu

## EDUCATION

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### University of Maryland, College Park

August 2015 - May 2019

Bachelor of Science, Environmental Science and Technology *Concentration:* Soil and Watershed Science

Cumulative GPA: 3.359

#### Relevant coursework:

Wetland Ecology, Wetland Soils, Soil Morphology, Soil Physics, Environmental Geochemistry, GIS

## RELEVANT EXPERIENCE

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### Environmental Scientist Intern

June 2018 - August 2018

*Straughan Environmental, Columbia, MD*

- Performed wetland and forest stand delineations in accordance with standards set by the US Army Corps of Engineers and Maryland Department of Natural Resources, respectively.
- Performed stream water quality and geomorphology assessments.
- Utilized ArcGIS to analyze, interpret, and illustrate data collected in the field.
- Assisted in the preparation and completion of Joint Permit Applications and Forest Conservation Plans.

### Biological Science Aid

May 2017 - June 2018

*USDA Agricultural Research Service, Beltsville, MD*

- Assisted in experiments to study the effects of cover crops on corn, soybeans, and nutrient management.
- Gathered field data for a nationwide experiment to research the impacts of cover crops on problematic weeds.
- Frequently collected and processed soil and plant samples to prepare them for further analysis.
- Input and organized soil, biomass, and plant population data using Microsoft Excel.

### UMD Environmental Science and Technology Capstone Project Team Member

August 2017 - April 2018

*Department of Environmental Science and Technology, College Park, MD*

- Worked in a team of six to analyze and interpret data from collaborating Maryland farms to understand how soil properties and cereal rye cover crops impact nitrate leaching rates.
- Utilized ArcGIS to show agricultural areas susceptible to greater soil nitrate concentrations.
- Communicated findings through a technical report, and presented general results to the general public and faculty.

## ADDITIONAL EXPERIENCE

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### Production Management Crew Lead

September 2017 - Present

*Clarice Smith Performing Arts Center, College Park, MD*

- Supervises large ensemble concerts and student degree performances at the University of Maryland.
- Delegates tasks to other crew members in order to successfully accomplish time sensitive assignments.
- Works closely with performers to implement specific requests during rehearsals and performances.

## SKILLS

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- Able to identify hydric soils, hydrophytic plants, upland plants, and indicators of wetland hydrology.
- Experience conducting forest stand delineations and specimen tree surveys.
- Proficient with ArcGIS and Microsoft Office.
- Able to analyze data and write technical reports to summarize field investigations.

# NFSC - Dietetics Student

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## EDUCATION

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**Bachelor of Science in Nutrition & Food Science** *with a concentration in Dietetics*

*Anticipated May 2020*

University of Maryland, College Park, MD

GPA 3.69

Study Abroad in Greece to study the Mediterranean diet and culture and the health implication of the diet

*Aug 2018*

*Relevant Classes:* Elements of Nutrition, Nutritional Assessment, Food Chemistry, Medical Nutrition Therapy, Nutrition and the Lifecycle, Issues and Problems in Dietetics, Community Nutrition, Foodservice Operations

## RELEVANT EXPERIENCE

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### Clinical

**Nutrition Coach, University of Maryland Health Center, College Park, MD**

*Aug 2019-Present*

- Participated in 40 hours of training to develop counseling technique and motivation interviewing skills
- Coach clients at the University Health Center and Recreation Center towards reaching their nutrition goals, supervised by Jane Jakubczak, MPH, RDN, and LDN
- Write a blog each semester to be posted on “Well in a Shell”( <https://umd.readsh101.com/>) and create a marketing strategy working with Club Sports to promote the Nutrition Coaching service

**Intern/Shadowed, George Washington Hospital, Washington D.C.**

*Jul-Aug 2019*

- Shadowed Nora Shank, RD for two days, learning to promote diabetes self-management, carbohydrate counting, counseling of patients through weight loss and gastrointestinal issues, with application of Nutrition Care Process (NCP)
- Completed 40 hours of nutrition fact calculations for a 30- and 60-day meal plan for weight loss

**Shadowed, Northwest Hospital, Baltimore, MD**

*Aug 2017*

- Observed Callie Betman, RD, LDN in clinical inpatient on rounds, patient interactions, nutrition support with feeding tubes in an ICU unit, and use of EMR with the NCP
- Observed Kelly O’Connor, RD, LDN, CDE in clinical outpatient, diabetes self-management and blood glucose management

### Community

**Recruitment Leader/Activity Coordinator, UMD Healthy Eating Discovery Camp, College Park, MD**

*Apr-Jul 2018*

- Recruited campers through emails and outreach events, assisted in coordinating camp activities, and hands on learning in the kitchen

**Intern, Maryland Hunger Solutions, Baltimore, MD**

*May-Aug 2017*

- Executed aspects of social media, organized Annual Legislative Brainstorming Event, and worked outreach events at Churches, Food Pantries, and Health Centers (Chase Brexton)
- Assisted with food stamp sign-up and provided resources for access to emergency food sites

### Food Service

**Barista, Vigilante Coffee Company, College Park, MD**

*Oct 2019-Present*

- Using high level of responsibility and timeliness to open shop by ensuring customer satisfaction, preparing food prep station, preparing café area, and unloading deliveries

**Intern, Blakehurst Senior Living, Towson, MD**

*Jan, May-Aug 2019*

- Assisted with EMR, identified significant weight changes, completed quarterly progress notes, reviewed meal trays for nutritional adequacy, performed monthly audits for supplement intake, and collected data for long term care’s minimum data sets, discussed food preferences with patients
- Participated and understood working with a team in interdisciplinary meetings and care plan meetings

## LEADERSHIP EXPERIENCE

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**Treasurer, Student Dietetic Association (SDA), UMD**

*Aug 2019- present*

- Managed a budget of \$2,500 annually for the club and processed receipts and reimbursements for members

**Campus Outreach • Student Dietetic Association (SDA), UMD**

*Aug 2018-May 2019*

- Conducted outreach to the general student population to share events, programs, and activities of the organization.

**SDA Representative, AGNR Student Council, UMD**

*Sept 2017-May 2018*

- Served as representative on college-wide council, liaised between the two organizations and shared information

**Team member, Club Field Hockey, UMD**

*Sept 2017- present*

# NFSC Student - Food Science

1000 Food Science Drive, College Park, MD 20000 | 111-111-1111 | nfscstudent@umd.edu

## EDUCATION:

### University of Maryland, College Park

*Bachelor of Science, Nutrition & Food Science, concentration in Food Science*  
GPA 3.73

College Park, Maryland  
Sep. 2015 – Jun. 2017

### China Agricultural University

*Bachelor of Engineering, Food Science and Nutrition Engineering*  
(Participant in 2+2 Joint Program which leads to dual degrees from both universities)

Beijing, China  
Sep. 2013 - Jul. 2017

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## RESEARCH EXPERIENCE:

### Center for Food Safety and Applied Nutrition (CFSAN), FDA

*Research Intern*

College Park, Maryland  
May 2016 - Jun. 2017

- Sampled and collect spectra of commercial milk powder and test samples (adulterated) using NIR and Raman spectroscopy on benchtop and portable devices to develop a rapid detection method of milk powder adulteration
- Communicated and collaborated with research mentor to identify challenges in experimental design and develop solutions to rerun experiments
- Coauthored research paper *Quantification of saccharin and cyclamate in table top formulations by portable Raman and NIR spectroscopies in combination with partial least squares regression* (in preparation)
- Prepared a research manuscript and research poster as first author which were accepted for the 6th Annual Foods and Veterinary Medicine Science and Research Conference
- Invited to attend and present research findings at the IFPAC Annual Meeting (2017)

### China Agricultural University (CAU)

*Undergraduate Research Assistant*

Beijing, China  
Oct. 2014 - Jun. 2015

- Assisted graduate student in analyzing extracts of vinegar peanuts (a Chinese traditional food) using High Performance Liquid Chromatography (HPLC) to determine functional nutraceuticals
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## SKILLS

- *Laboratory:* NIR (Near-infrared) and Raman Spectroscopy, GC (Gas Chromatography), HPLC (High Performance Liquid Chromatography)
  - *Languages:* Mandarin (Chinese, native), Cantonese (Chinese, native), English (professional)
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## LEADERSHIP EXPERIENCE:

### Microsoft Imagine Cup Competition

*Assistant Programmer*

Guangzhou, China  
Dec. 2014 - Mar. 2015

- Developed button function for game on Windows Phone platform with three teammates
- Awarded first prize in Guangzhou and third prize nationwide

### Office of Student Union, China Agricultural University

*Student Staff*

Beijing, China  
Sep. 2013 - Jul. 2014

- Supported the coordination of student elections for year 2014 – 2015
  - Participated in organizing the Chinese New Year's celebration in 2014, and student and class scholarship information collection for year 2013-2014
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## ACTIVITIES:

- *Member*, Tau Sigma National Honor Society, University of Maryland Feb. 2016 - Jun. 2017
- *Member*, Touch Rugby Team, China Agricultural University Feb. 2015 - Jun. 2015
- *Volunteer Teacher*, Little Bird Hotline (NGO), Beijing Sep. 2013 - Jan. 2014



# AGST -ENV HORT

(333) 222-1111 | evthort@gmail.com | 111 Crop Production Street, College Park MD, 20000 | LinkedIn/envthort

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## EDUCATION

University of Maryland, College Park, MD

Expected Graduation: May 2018

**Bachelor of Science in Agricultural Science & Technology** with a concentration in *Environmental Horticulture*

Minor: French & International Studies GPA: 3.85

*Relevant Courses:* Plants, Genes and Biotechnology, Woody Plants for Mid-Atlantic Landscapes I, Principles of Plant Pathology, Technology of Fruit and Vegetable Production, Plant Propagation, Plant Physiology, Greenhouse Crop Production

## RELEVANT EXPERIENCE

**Department of Plant Science and Landscape Architecture, University of Maryland**

College Park, MD

*Undergraduate Research Assistant* in Dr. John Doe's Lab

May 2016 – May 2018

- Managed a greenhouse research project testing the growth of blueberries and blackberries in soil amendments
- Designed and implemented a field trial with heat tolerant lettuce varieties measuring growth at various temperatures
  - Analyzed data and presented findings at an extension talk, through a poster at the American Society for Horticultural Science and in a local agriculture publication
  - Evaluated data on yield to make lettuce cultivar and management suggestions

**Driscoll's**

Watsonville, CA

*Nursery Production Intern*

May 2017 – Aug. 2017

- Joined each subdivision to accomplish daily tasks in laboratory, clean stock, transplanting and field care areas for cane berries and blueberries
- Collaborated with a peer intern on four independent research projects
- Presented findings and recommendations for new tissue culture media formulas, efficient irrigation systems and improved in vitro propagation techniques
- Participated in 10 general workshops to learn about other areas of agricultural business

**Department of Plant Science and Landscape Architecture, University of Maryland**

College Park, MD

*Undergraduate Teaching Assistant*

Jan 2016 – May 2017

- Taught 25 students basic horticultural skills and knowledge such as propagation, physiology and morphology in a laboratory setting
- Maintained a greenhouse bay of stock plants by monitoring water and fertilizer rates and scouting for pests

**American Forests**

Washington, DC

*Communications and Media Intern*

Sept. 2015-Nov. 2015

- Integrated constructive criticism and feedback to produce high quality content for blog, magazine and social media platforms
- Created original and creative content from interviews, research and reference materials

## RESEARCH PUBLICATIONS

- **Student, A.** and Dr. Doe. 2016. Heat Tolerant Lettuce Cultivars in a Blazing Hot Summer. *Vegetable & Fruit News* 7(6). University of Maryland Extension.
- Walsh, C et al. 2016. Local Lettuce: Heat-tolerant romaine cultivars and vermicompost soil amendment to increase sustainability in the mid-Atlantic. *HortScience* 51(9):S332. (Abstr.)

## EXTRACURRICULAR ACTIVITIES

- *Chair of Sisterhood Committee, Sigma Alpha - Beta Alpha Chapter* Spring 2016 - Present
- *Pro Team Member, Student Entertainment Events* Fall 2014 - Present
- *Member, Primannum Honor Society* Spring 2015 – Present

## HONORS AND AWARDS

- Dean's List, **University of Maryland** Fall 2014 - Present
- Francis R. and Clara L. Gouin Undergraduate Horticulture Research Fund April 2016
- Bright Futures Scholarship, **University of Maryland** Fall 2015

# AGST -Environmental Horticulture

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## EDUCATION

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University of Maryland, College Park, MD

May 2016

**Bachelor of Science in Agricultural Science & Technology** with a concentration in *Environmental Horticulture*

- GPA: 3.66/4.00
- Honors: Dean's List Fall 2014, Fall 2015, and Spring 2016
- Related Courses: Advance Statistics, Agricultural Economics, Food Safety, Technology for Fruit and Vegetable Production, Greenhouse Production and Management, Biotechnology

## FOOD AND AGRICULTURAL RELATED EXPERIENCE

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**Yes! Organic Market**, Washington D.C.

August 2016 - August

2018

*Produce Manager*

- Followed market trends of fresh produce through competitive research
- Managed \$10,000 budget for weekly procurement in store and leveraged volume to negotiate the best rates possible among selected vendors
- Reduced nearly 20% departmental loss by analyzing current inventory system and replacing with temperature categorized perishable produce managing system

**Howard County - Food Hub Consulting Project**, College Park, MD

January 2016 - May 2016

*Consultant*

- Collaborated with 12 teammates to deliver a presentation and editorial report to the County Executive Office
- Researched and generated reports to help identify and develop suitable suggestions for the program
- Conducted interviews with farmers and existing food hub managers to analyze market demands
- Provided expertise in USDA Food Safety Regulatory information for the final Food Quality Assurance proposal

**University of Maryland Entomology Department**, College Park, MD

January 2016 - May 2016

*Undergraduate Research Assistant*

- Processed data for Dr. Doe's research on identifying good Integrated Pest Management (IPM) practices

## LEADERSHIP & ORGANIZATIONAL EXPERIENCE

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**Center for Young Children - Landscape Design Project**

October 2014 - May 2016

*Landscape Design and Management*, College Park, MD

- Coordinated a group of 10 students from different academic backgrounds to launch the project
- Collaborated to fundraise more than \$11,000 for the project and contacted local companies for donations
- Facilitated the playground improvement plan as well as an art painting project over the two year commitment
- Evaluated the site and created a Planting Plan for the final proposal with an expertise in horticulture

**Horticulture Club**, University of Maryland, College Park, MD

January 2016 - May 2016

*Secretary*

- Prepared and coordinated various events to promote across-campus awareness and advocate for native plants
- Built effective relationships with other student organizations for potential partnering opportunities
- Worked directly with the Plant Science Department and other local landscape companies and nurseries

## SKILLS

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**Language Skills:** Fluent in Mandarin and English

**Professional Skills:** Graphic Design (AutoCAD, Photoshop), Microsoft Office Suite, LEGO Robotic Programming

# IAA STUDENT

IAAstudent@terpmail.umd.edu | 1122 Oak Park Ave | College Park, Maryland | 301-222-2222

## EDUCATION

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University of Maryland, College Park, MD August 2016 – May 2018

### **Institute of Applied Agriculture**

- 60-Credit Certificate in Agricultural Business Management
- Cumulative GPA: 4.00

*Relevant Coursework:* Introduction to Sustainable Agriculture, Introduction to Plant Science, Agricultural Strategic Communication, Soils and Fertilizers, Agricultural Leadership and Teamwork

## RELATED EXPERIENCE

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**Maryland Farm Bureau**, Davidsonville, MD January 2018 – May 2018

*Communications Intern*

- Wrote and distributed press releases on upcoming programs and events for local publications.
- Managed all social media outlets including Facebook, Instagram, Twitter, and YouTube to increase audience engagement.
- Conducted regular inventory and maintenance to ensure the website was up-to-date and made changes as needed.
- Maintained the email database for over 30,000 active members and ensured member information was complete and accurate.
- Designed and distributed monthly e-newsletters to external constituents.

**Maryland 4-H Center**, College Park, MD June 2016 – January 2018

*Student Intern*

- Assisted in the coordination and implementation of statewide events such as Maryland 4-H Congress and the Maryland 4-H Gala.
- Organized paperwork such as club charters in the state of Maryland.
- Developed proficiency in Microsoft Office Suite to carry out required administrative tasks.

**Windy Willow Farm Services**, Sunderland, MD May - August 2014, 2015

*Administrative Assistant*

- Managed operations and sales for two Farmer's Markets weekly, selling all-natural beef, pork, and lamb.
- Performed administrative tasks such as filing receipts, invoices, and other paperwork to provide organization and efficiency.
- Marketed and promoted the business using social media platforms, websites, and listservs to increase clients and revenue.
- Answered phones and responded to emails to create a positive customer service experience.

## LEADERSHIP EXPERIENCE

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**President, College of AGNR Student Council** September 2017-2018

- Worked alongside the College to further develop our student leadership organization; led council meetings and peers in organizing campus-wide events.

**Networking Committee Chair, Sigma Alpha Professional Sorority** January 2018 - December 2018

- Exposed the women of Sigma Alpha to the professional agriculture community and helped to create professional networks for future endeavors.

**President, Collegiate Farm Bureau at the University of Maryland** September 2016- December 2018

- Strived to establish and expand the newly founded chapter through outreach and promotion.

**President, Maryland 4-H State Council** January 2017 - December 2017

- Lead a 55-member council to further the development of youth across the state of Maryland through leadership, communication, service, and outreach activities.

## ACCOMPLISHMENTS

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- University of Maryland Dean's List 2016,2017
- Sigma Alpha Professional Sorority 2016, 2017,2018
- Level 6 Diamond Clover 4-H Award 2016
- Miss Maryland Agriculture, 4<sup>th</sup> Runner Up 2015