

IMA GRADUATING VANDAL

208.111.1111 imav@vandals.uidaho.edu
111 Idaho Commons, Moscow, ID 83843

SUMMARY OF QUALIFICATIONS

Ten years' internship and summer experience on farms and ranches and insurance office. Interest in grazing management, crop yield, and innovative water delivery.

EDUCATION

Bachelor of Science Agricultural Economics, Major: Agribusiness
University of Idaho (UI), Moscow, ID

Expected May 'xx
GPA 3.5

Course Highlights

Agricultural Markets in a Global Economy
Law, Ethics, and the Environment
Advanced Agribusiness Management
Field Analysis of Sustainable Food Systems

Insect Identification and Weed Control
Agricultural and Rural Policy
Range Resources Management
Accounting for Business Decisions

PROJECTS

Enterprise Resource Planning, Advanced Agribusiness Management

Sept. 'xx – May 'xx

- Determined annual warehouse and transportation management of hay for 25,000 head of Angus using Sage 300 ERP

EXPERIENCE

Research Intern, Northwest Crop Insurance, Middleton, ID

May – Aug. 'xx

- Assisted two agents by researching over 40 claims
- Reviewed processes on each claim

Tax Assistant, Mom's Candy Factory, Kuna, ID

Jan. – April 'xx

- Prepared taxes for family business using Intuit TurboTax Business

Business Intern, Banter Ranch, Grangeville, ID

Aug. – Dec. 'xx

- Reviewed business plan for 5-year viability
- Used AUM Demand to determine required forage and tons of hay for four types of livestock
- Revised inventory control using Microsoft Dynamics AX

Farm Assistant, Anyone's Farm, Nampa, ID

Summers 'XX – 'xx

- Handled agricultural and horticultural equipment safely
- Maintained tools and repaired equipment

Writer, Hometown Grange Monthly Newsletter, Huston, ID

Aug. 'xx – Aug. 'xx

- Attended meetings and wrote minutes
- Interviewed individuals and wrote articles on special topics

SKILLS

Computer: Proficient in Excel, Sage 300 ERP, Microsoft Dynamics AX, AUM Demand and Supply

Language: Conversant in Spanish

ACTIVITIES/COMMUNITY SERVICE

Student Ambassador, UI College of Agricultural and Life Sciences

Aug. 'xx – Present

Member, Agribusiness Club

Aug. 'xx – Present

Volunteer, Habitat for Humanity, Moscow & Boise, ID

Jan. 'xx – Jan. 'xx



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REFERENCES

Name, Title *Address

Telephone with area code

E-mail address, if known

*Optional, but helpful to an employer: A comment about the individual's relationship to you, i.e. academic advisor, former supervisor, instructor, etc.

List three to four professional references. If possible, list at least one faculty member in your major and an employer or supervisor. Most references are contacted by telephone, so make sure the contact information is correct. Before listing a reference, ask that person if you can use them as a reference. If they agree, provide them with your resume and information about the types of positions you will be applying for.

ACTION VERBS

Describing your experience using **action verbs** will more directly and effectively express your qualifications. The following list will be helpful as you describe your work, service, and academic experiences. The list includes sample of words which commonly appear official job descriptions. Although these verbs are all past tense, **use verbs in the present tense to describe current or on-going experience.**

Accomplished	Conducted	Directed	Initiated	Performed	Scheduled
Achieved	Constructed	Discerned	Inspected	Persuaded	Screened
Administered	Consulted	Distributed	Instructed	Planned	Selected
Advised	Contacted	Drafted	Insured	Prepared	Served
Analyzed	Continued	Edited	Interpreted	Presented	Sold
Applied	Contracted	Established	Interviewed	Prioritized	Solved
Arranged	Contributed	Estimated	Introduced	Processed	Sought
Assessed	Controlled	Evaluated	Investigated	Programmed	Specified
Assisted	Coordinated	Exchanged	Issued	Projected	Spoke
Briefed	Corrected	Expanded	Learned	Promoted	Structured
Budgeted	Counseled	Explained	Led	Provided	Studied
Catalogued	Critiqued	Finalized	Maintained	Published	Suggested
Classified	Dealt	Financed	Managed	Qualified	Summarized
Coached	Decided	Finished	Modified	Rated	Supervised
Collaborated	Defined	Formulated	Monitored	Recommended	Targeted
Communicated	Delegated	Gathered	Negotiated	Referenced	Taught
Compared	Delivered	Guided	Observed	Related	Tested
Compiled	Demonstrated	Handled	Ordered	Repaired	Trained
Completed	Designed	Helped	Organized	Reported	Translated
Complied	Determined	Identified	Originated	Researched	Updated
Conceived	Developed	Implemented	Participated	Reviewed	Volunteered
Concluded	Devised	Improved	Perceived	Revised	Wrote

