

Fiona Federal

1234 Areal Road, Knoxville, TN 37937, 123-456-7890, lovegov@vols.utk.edu

EDUCATION

Bachelor of Science, Natural Resources Management
University of Tennessee, Knoxville

May 2026
GPA: 3.75

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05
USDA Forest Service, Cherokee National Forest
Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com

May 2025 - Present
Hours per week: 40
Pay/Salary: Unpaid

- 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.
- 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.

Forestry Technician Intern, GS-0462-04
USDA Forest Service, Cherokee National Forest
Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com

May 2024 - August 2024
Hours per week: 40
Pay/Salary: \$13.00/hr

- 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.
- 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.

Administrative Intern

Refugee Resource Center, Knoxville, TN

Supervisor: Ann Perkins, 865-974-5435, aperkins@rrc.org**August 2023- May 2024**

Hours per week: 20

Pay/Salary: \$11.00/hr

- Helped to onboard new volunteers and organize volunteer schedules to meet program needs.
- Took notes for weekly program management meetings and learned about the program budget, policy changes, and grant applications.
- Wrote program resource inventory report weekly to track usage rates and restocking needs for program managers.

VOLUNTEER EXPERIENCE**Recreation Crew Intern**

Greening Youth Foundation, Cherokee National Forest

Supervisor: Sasha Reid, Retired

June 2022 - August 2022

Hours per week: 10

Pay/Salary: Unpaid

- 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.
- Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest.
- Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

Educational Program Volunteer

Refugee Resource Center, Knoxville, TN

Supervisor: Ann Perkins, 865-974-5435, aperkins@rrc.org**September 2021-May 2022**

Hours per week: 5

Pay/Salary: Unpaid

- Supported English language development of recently resettled refugees between 6-10 years of age through play and academic tutoring.
- Maintained a consistent volunteering schedule to build relationships and provide reliable support.
- Helped to transition support from in-person to a virtual environment to ensure the program could continue during the pandemic.

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

TRAINING AND CERTIFICATIONS

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 Wildland Coordinating Group, 2018