

Resume Building Workshop

How to go from average to outstanding!

*Heather Bernier
Lakeview District BLM
2795 Anderson Ave. Bldg 25
Klamath Falls, OR 97603
hbernier@blm.gov*

What makes a great resume?

Rate the following questions for Resume Example 1 & Example 2:

- 1) How does the format allow the eye to flow to critical information?
- 2) How fast can I find the most recent job title and agency?
- 3) How well are the duties and accomplishments written?
- 4) Would you call this person for an interview?

Example 1:

Barry Jersey

22 Rural Way Medford, Or 97504

(541) 123-1234 cell, barry.jersey@oit.edu

US Citizen

Education

- Ashland High, Ashland, Oregon, 2006
- Oregon Institute of Technology, Klamath Falls, Oregon, 2006-Present
- B.S. Environmental Science, Minor in Geographic Information System, Expected Graduation March 15, 2010, 182 credit hours on quarter system

Work Experience

- BLM Cartographic Technician GS-05, Medford, Oregon
Job Duties:
 - A) Data management for travel management program
 - B) Verification of data in the field
 - C) Managing and updating OHV GeodatabaseSupervisor: Chris Durby, May be contacted
Email: chris_durby@or.blm.gov
Phone: (541) 603-2200
Begin: 6/14/2010 Ended: Currently Employed
40 hours per week at \$15/hr
- BLM Cartographic Technician GS-04, Klamath Falls, Oregon
Job Duties:
 - A) Helping complete GIS projects for NEPA and EA
 - B) GIS CITRIX Migration
 - C) Assisting specialists with GIS projects and problems
 - D) OHV road inventory with ATVSupervisor: Heather Bernier, May be contacted
Email: heather_bernier@or.blm.gov
Phone: (541) 885-4149
Begin: 1/18/2010 Ended: 6/11/2010

20-40 hours a week at \$13.41/hr

- BLM Recreation Technician GS-04, Medford, Oregon

Job Duties:

A) Inventorying OHV roads in Southern Oregon with GPS on Motorcycle

B) Uploading the data collected in GIS database

Supervisor: Chris Durby, May be contacted

Email: chris_durby@or.blm.gov

Phone: (541) 603-2200

Begin: 6/15/2009 Ended: 9/20/2009

40 hours per week at \$13.41/hr

Work Experience

- KFRA Recreation assisting with maintenance for Wood River Wildlife Refuge 2010
- KFRA Recreation assisting with park maintenance at Topsy Campground 2010
- KFRA Recreation assisting with GIS, and GPS planning for Swan Lake Rim Trail 2010
- KFRA Wildlife assisting with Spotted and Great Grey Owl Surveys 2010
- KFRA Wildlife assisting with Mollusk and Klamath Tail Dropper survey 2010

Qualifications

- Red Card Firefighter Type 2, Sweet Home Oregon June 21st 2010
- 4-Time Presidents List Recipient
- 3-Time Deans List Recipient
- Class A sawyer certified through BLM (2009)
- Motorcycle certified through BLM (2009)
- Fixed Wing Parking Tender (FWPT) certified through BLM 2010
- ATV certified through BLM (2009 & 2010)

References

Name	Job Title	Contact
Tim Sutton	Fire Use Program Manager Forest Service	(208) 555-5043
Jennifer Ullenburger	Rogue-Siskiyou Deputy Forest Service Supervisor	(541) 703-2032
Genivieve Wilson	Medford BLM Supervisor	(541) 603-2348

Example 2

Barry Jersey

22 Rural Way

Medford, OR 97504

E-mail: barry.jersey@oit.edu

(541) 123-1234

EMPLOYMENT

Cartographic Technician

June 2010 – March 2011

Rogue Siskiyou Forest BLM

Medford, Or

Responsibilities: Skillful in reading and understanding detailed aerial photographs and drawings. Rendered accurate visual representations of the data collected in the field with a handheld GPS unit on map. Communicating with GIS specialists and supervisors on accuracy standards for travel management data, and tabulating progress for the project in excel for supervisors.

- Organized and corrected multipath errors of over 6,000 points, lines and polygons for 5 years of OHV field data collected with GPS units.
- Developed a process to keep track of features already corrected to be time efficient and to monitor my progress to make sure my deadline was met.
- Compiled the corrected features every week in a geodatabase so all BLM users could have access to the most up to date road data files.
- Lead small group of technicians in the field on motorcycles collecting trail data. Ensuring all PPE gear was utilized, and safety practices followed.
- Developed a standardized process for BLM users to upload Trimble GPS data collected in the field into GIS shapefile. This was a step by step process with visual diagrams showing how to upload the GPS data into Arc Catalog and create a shapefile with a known spatial reference.
- Coordinated an end of year summary meeting with supervisors to demonstrate the work I did for the travel management project, showing graphs, charts, and summary data tables that I created to show my progress.
- Received the BLM Star Award for my efforts towards the travel management project.

References:

Genivieve Wilson

BLM Field Supervisor

(541) 603-0163

Chris Durby

BLM Field Supervisor

(541) 603-2200

Cartographic Technician

January 2010–June 2010

Lakeview District BLM

Klamath Falls, Or

Responsibilities: Individually operating OHV and 4x4 vehicles in remote areas of BLM land collecting field data for botanists, recreationists, and wildlife specialists. Also assisting specialists complete GIS map projects.

- Assisting with maintenance of Wood River Wildlife Refuge. Operating power tools clearing out shrubs and grass next to outbuildings. Also installing benches in scenic wildlife viewing areas.
- Park maintenance at Topsy Reservoir Campground. Installing bench for scenic view of lake on boat dock.
- Operated hand-help GPS mapping trail layout of Swan Lake Rim. Downloading GPS trail data into shapefile for project use and planning.
- Conducted Spotted, Great Gray Owl and Red headed Woodpecker surveys in remote areas of BLM land during day and night. Recorded field notes, and followed biologist specific calling protocols.
- Conducting Mollusk and Klamath Tail Dropper surveys in remote areas and rough terrain. Recorded results in field handbook, and identified specific species.
- Aiding in Bald Eagle nest surveys, recording number of offspring seen in nests. This required staying at nest location for hours monitoring movement with spotting scope and binoculars and recording observed results.
- Botany Survey Plot documentation for study on free range impacts. This required finding survey markers with metal detector, and flagging off unit for botanist.
- Individually operated 4x4 truck and OHV in remote areas mapping roads with GPS not in the GIS GTRN road database. Created data dictionary for Trimble GPS, recording road class, width, and condition. Then uploaded and updated the road data shapefile in ArcCatalog with collected OHV data.
- Converted data into proper spatial reference for the GIS CITRIX migration to the Salem Oregon servers. This was a project that had a tight deadline that required a lot of extra hours to complete.

References:

Heather Bernier

BLM Assistant Field Supervisor

(541) 885-4149

Recreation Technician

June 2009 – September 2009

Rogue Siskiyou Forest BLM

Medford, Or

Responsibilities: Operating motorcycle and 4x4 vehicle inventorying remote roads on BLM land with GPS. Working alone required communication with work colleague about what areas we would cover, and required safe field practices with motorcycle and truck.

- Working in two man team operating motorcycles with GPS unit mounted on handlebars recording OHV trails in high use areas in Southern Oregon.

- Created custom data dictionary in Trimble GPS for inventory, so when a feature was created we could record, width, class, difficulty, erosion levels, date and operator for BLM records.
- Aided in deciding what areas are high use OHV areas, and determined priority level for what areas needed attention first due to abuse from users. This was so gates or signs could be installed for high problem areas.
- Communicated with colleague with BK programmable radio while out in the field.
- Updated supervisors on our progress and plans for the week ahead. Some road inventory was easier done by foot and truck, rather than motorcycle due to risk with user operation.
- Converted weekly data collected on GPS into shapefile, then inserted into a Geodatabase I created. This gave me distance of trails we recorded for the week in meters, and then I converted the meters to miles.
- With trail distance in miles recorded for the week in excel, I passed that data to my supervisor who kept track of our progress for the grant money that was paying for project.
- Ensured that all PPE was in truck, and motorcycle maintenance was up to date before going into field for the day.

References:

Genivieve Wilson	BLM Field Supervisor	(541) 603-2348
Chris Durby	BLM Field Supervisor	(541) 603-0202

Education

September 2006 – March 2011	Oregon Institute of Technology	Klamath Falls, Or
B.S. Environmental Science, Minor in Geographic Information System		

GIS Certificates

ESRI Labels and Annotation Certificate	2007
ESRI Cartographic Design Certificate	2008
ESRI Spatial Analyst Certificate	2008
ESRI Geodatabase Applications Certificate	2009
ESRI Advanced Cartography & Annotation Certificate	2010

Leadership and Awards

BLM Star Award Recipient for Travel Management Project	2010
Presidents List Recipient	2010 & 2011

Certifications

Fire Fighter Type 1 Task book Open	2011
Incident commander Type 5 Task book Open	2011
ATV Certified	2010
Motorcycle Certified	2009
Defensive Driving	2010
CPR Certified	2010
Fixed Wing Air Tanker Parking Tender Certified	2010
S-270 Basic Aviation	2011
S-212 Chainsaw Operations	2009
S-211 Portable Pumps and Water Use	2011
S-131 Look up Look Down and around	2011
S-130 Firefighter Type 1 Training	2011

References

Chris Durby	Medford BLM Recreation Lead	(541) 603-2200
Genivieve Wilson	Medford BLM Supervisor	(541) 603-2348
Tim Sutton	Acting Director Aviation Fire Management	(208) 555-5043
Heather Bernier	Klamath Falls BLM Assistant Field Mgr	(541) 885-4149

Responsibilities

Each job has a position description no matter who you work for, federal, state or private.

Obtain a copy of your PD so that you can use it when updating your resume. Major duties section can provide you some good information.

Wildlife Technician Position Description Major Duties Section Example

Major Duties

The position will involve the performance of any or all of the following or similar duties:

- Makes **observations** and **records data** relating to use **studies** through the use of prepared outlines.
- **Inventories** water, winter ranges, upland game bird **habitat**, rare and endangered species habitats, etc., following guidelines furnished.
- **Participates in** banding, tagging and releasing ducks, antelopes, deer, or other wildlife in connecting with migration studies.
- **Performs vegetative work** such as planting bulbs and seeds in water fowl areas.
- **Maintains** photographic slide **files**.

Using the bold words in the PD example above you can construct a brief 1-3 sentence paragraph that describes the responsibilities of the job.

Here is an example of how to take the major duties above for a wildlife technician job and tailor it to the actual tasks this person performed in a real job. Position descriptions are often board. Still provide you a good start to construct your summary of responsibilities.

Responsibilities: Monitor and Survey for Northern Spotted Owls, Great Gray Owls, and White Headed Woodpeckers for their habitat and populations. Inventory habitat for Survey and Manage, and special status species. Perform vegetative work including monitoring and collecting. Use Geographical Information Systems (GIS) to construct and edit maps as needed.

Responsibilities Format

The responsibilities section is not written as an accomplishment. It is written strictly as to the general duties performed. Therefore, use the following:

<u>Use</u>	<u>Do not use</u>
Monitor	Monitored
Inventory	Inventoried
Perform	Performed
Create	Created

Other examples:

Hydrologic Technician

Responsibilities: Conduct inventories and monitoring involving surface and ground water resources, soils, geomorphology, and riparian and wetland areas. Perform vegetative work including monitoring and collecting. Use Geographical Information Systems (GIS), including mobile GIS devices, to construct and edit maps as needed.

Cartographic Technician

Responsibilities: Operate dirt bikes, ATVs and 4x4 vehicles in remote areas. Inventory OHV trails using GPS. Download and file data for use with a GIS. Create maps using a GIS for BLM resource specialist use.

Administrative Support Clerk

Responsibilities: Front desk contact representative providing administrative support in the areas of mail processing, answering and directing phone calls, and answering public inquiries, selling permits, utilizing TSIS database for tracking permits, data entry, and filing.

Resume Accomplishments

Use a logical progression of accomplishments for each job. Be brief, clear and direct. Use action words (verbs) at the start of each bullet. Use bullets that are organized. Can separate groups of bullets by type of tasks if needed. This is dependent on how long you may have been in a job or how many different things you did. Do not use "I" anywhere in your resume.

Remember to ask "So what?" when evaluating each bullet. This will help you dial in on what you are trying to convey, briefly, clearly and directly.

You do not have to write your resume yourself. However, you do not want to exaggerate or fabricate accomplishments or work experience. If discovered, this would be grounds for termination if you were selected and hired for a position.

This workshop will improve your resume, in how it conveys information about you, so that you can get an interview. It will not improve the work experience you have. It will only help you make a good first impression in the 30 seconds that you have to do it in.

Action Words

BUZZ WORDS

DESCRIBING YOUR EXPERIENCE

Describe your experience in simple language using strong verbs. The following list may be helpful. Verbs in boldface often appear in official descriptions of required experience. These and certain "inside words" are sometimes called "buzz words" because they trigger a favorable response from knowledgeable examiners.

accomplished	compared	documented	incorporated	organized	revised
achieved	compiled	drafted	indexed	oversaw	saved
acquired	completed	earned	initiated	participated	scheduled
addressed	computed	edited	influenced	perceived	selected
adjusted	conceived	eliminated	inspected	performed	served
administered	concluded	endorsed	installed	persuaded	serviced
advised	conducted	enlarged	instructed	planned	set
allocated	conceptualized	enlisted	insured	prepared	solved
analyzed	considered	ensured	interpreted	presented	sorted
answered	constructed	entered	interviewed	processed	sought
appeared	consulted	established	introduced	procured	specified
applied	continued	estimated	investigated	programmed	spoke
appointed	contracted	evaluated	involved	prohibited	started
appraised	controlled	examined	issued	projected	studied
approved	converted	expanded	joined	promoted	strengthened
arranged	coordinated	expedited	kept	proposed	submitted
assessed	corrected	experienced	learned	provided	substituted
assigned	counseled	experimented	leased	published	suggested
assisted	counted	explained	lectured	purchased	summarized
assumed	created	explored	led	pursued	supervised
assured	credited	expressed	licensed	qualified	surveyed
audited	critiqued	extended	listed	ranked	tackled
awarded	cut	filed	logged	rated	targeted
bought	dealt	filled	maintained	received	taught
briefed	decided	financed	managed	recommended	tested
brought	defined	focused	matched	reconciled	toured
budgeted	delegated	forecast	measured	recruited	trained
canceled	delivered	formulated	mediated	reduced	translated
cataloged	demonstrated	found	met	regulated	transported
caused	described	gathered	modified	related	traveled
changed	designed	graded	monitored	replaced	treated
chaired	determined	granted	moved	replied	turned
classified	developed	guided	named	reported	updated
closed	devised	handled	negotiated	represented	used
collected	diagnosed	helped	observed	researched	visited
combined	directed	identified	opened	responded	worked
commented	discussed	implemented	operated	revamped	wrote
communicated	distributed	improved	ordered	reviewed	

Practice Job A

Food Service/Cashier

Duties: Prepare and bake Pizza, prepare food via deep fryer, stock the freezer, ensure all food needed for preparation was in stock. Clean deep fryers, clean ovens, clean bathrooms, sweep and mop floors, clean kitchen, wash dishes. Take customer orders; take orders over the phone, customer service. Maintain the Hop crops by weeding, trimming and watering. Maintain outdoor patio by watering flowers, cleaning tables, and sweeping.

Start: Think about the job. Organize the tasks in a logical manner of progression. Use the action words to create bullets that demonstrate the depth and breadth of this work experience. Then ask yourself “So what?” to evaluate if the bullet conveys best what you are trying to say. Rewrite the bullet making it more brief, clearer and more direct.

List Accomplishments Bullets Here:

Practice Job A - Accomplishments

- Managed customer food orders independently at front counter of pizzeria.
- Responsible for collecting payment of food purchases and correctly making change.
- Managed and prepared kitchen, freezer and food prep areas daily to ensure that adequately supplied for each shift.
- Cleaned cooking equipment, surfaces, dishes, tables, bathrooms and outdoor patio to ensure that shift operations met state hygienic standards.
- Maintained and attended to the brewing operations hops crop, by weeding, trimming and watering regularly.
- Coordinated and assisted with staff to ensure delivery of services and maintain customer satisfaction.

For discussion, let's ask "So what?" for each bullet.

What have you conveyed?

Bullets convey that the individual can work independently. The person had some responsibility for handling money (trustworthiness). Was able to plan for and/or anticipate needs ahead of time. Suggest some organizational skills. Awareness of state codes, and the why behind performing tasks in that work environment. Work assignments extended to different section of the business. They are a team player and know how to work well with others.

Notes:

Practice Job B -

Use the action words list and rework each bullet using the method discussed. Ask “So what?” Evaluate and rewrite to get at a more brief, clear and direct accomplishment.

Recreation Technician

Responsibilities: Operate dirt bikes, ATVs and 4x4 vehicles in remote areas. Inventory OHV trails using GPS. Download and file data for use with a GIS. Create maps using a GIS for BLM resource specialist use.

- Working in two man team operating motorcycles with GPS unit mounted on handlebars recording OHV trails in high use areas in Southern Oregon.
-
- Created custom data dictionary in Trimble GPS for inventory, so when a feature was created we could record, width, class, difficulty, erosion levels, date and operator for BLM records.
-
- Aided in deciding what areas are high use OHV areas, and determined priority level for what areas needed attention first due to abuse from users. This was so gates or signs could be installed for high problem areas.
-
- Communicated with colleague with BK programmable radio while out in the field.
-
- Updated supervisors on our progress and plans for the week ahead. Some road inventory was easier done by foot and truck, rather than motorcycle due to risk with user operation.
-
- Converted weekly data collected on GPS into shapefile, then inserted into a Geodatabase I created. This gave me distance of trails we recorded for the week in meters, and then I converted the meters to miles.
-
- With trail distance in miles recorded for the week in excel, I passed that data to my supervisor who kept track of our progress for the grant money that was paying for project.
-
- Ensured that all PPE was in truck, and motorcycle maintenance was up to date before going into field for the day.

Exercise Results:

- Working in two man team operating motorcycles with GPS unit mounted on handlebars recording OHV trails in high use areas in Southern Oregon.
- **Operated dirt bike inventorying user created OHV trails. Utilized a handlebar mounted GPS to collect data. Coordinated inventory with a work partner to ensure accurate and complete coverage.**
- Created custom data dictionary in Trimble GPS for inventory, so when a feature was created we could record, width, class, difficulty, erosion levels, date and operator for BLM records.
- **Created a customized data dictionary for Trimble GPS to facilitate efficient data collection in the field and downloading into GIS.**
- Aided in deciding what areas are high use OHV areas, and determined priority level for what areas needed attention first due to abuse from users. This was so gates or signs could be installed for high problem areas.
- **Shared observations with resource specialists to assist with identifying and prioritizing areas for restoration activities and compliance problem areas for law enforcement.**
- Communicated with colleague with BK programmable radio while out in the field.
- **Coordinated inventorying efforts with work partner utilizing radio to ensure accurate and efficient inventory.**
- Updated supervisors on our progress and plans for the week ahead. Some road inventory was easier done by foot and truck, rather than motorcycle due to risk with user operation.
- **Provided weekly updates on progress to supervisor. Shared planned routes and methods for inventory taking into consideration, safety and efficiencies for week ahead.**
- Converted weekly data collected on GPS into shapefile, then inserted into a Geodatabase I created. This gave me distance of trails we recorded for the week in meters, and then I converted the meters to miles.
- **Managed collected data from GPS to a GIS, by downloading data, conversion and correction to metrics easily used by resource specialist to review progress and utilize data as needed.**
- With trail distance in miles recorded for the week in excel, I passed that data to my supervisor who kept track of our progress for the grant money that was paying for project.
- **Calculated, tracked and reported weekly progress to supervisor to assist with managing field efforts with available grant funding.**
- Ensured that all PPE was in truck, and motorcycle maintenance was up to date before going into field for the day.
- **Ensured that all safety equipment for field operations was obtained and used following BLM policy and regulations.**

Examples

Wildlife Biological Technician

June 2010-November 2010 Lakeview District Bureau of Land Management Klamath Falls, OR

Responsibilities: Monitor and Survey for Northern Spotted Owls, Great Gray Owls, and White Headed Woodpeckers for their habitat and populations. Inventory habitat for Survey and Manage, and special status species. Perform vegetative work including monitoring and collecting. Use Geographical Information Systems (GIS) to construct and edit maps as needed.

- Conducted Spotted Owl, Great Gray Owl, and White headed Woodpecker protocol surveys to detect occupation, nesting, and reproduction.
- Assisted and participated with bat monitoring for the Oregon Bat Grid. Captured bats using nets and collected auditory recordings. Handled and processed physical measurements of bats to protocol. Assisted in completing survey sites for the Lakeview Resource Area, Lakeview District and Vale District.
- Conducted surveys for terrestrial mollusk species to protocol as required by Survey and Manage Guidelines contained within the Northwest Forest Plan. Utilized GPS to conduct transect surveys in timber sale units. Identified potential habitat, surveyed, and collected mollusk species. Prepared and shipped specimens for identification. Prepared sites maps using GIS ArcMap; summarized data and completed required forms.
- Surveyed frogs during nighttime operations utilizing canoes in the BLM managed Wood River Wetland canals and open water. Performed Bullfrog control using gigs and nets. Collected post-mortem necropsy data collection for age, sex, and stomach contents.
- Assisted Klamath Bird Observatory personnel in monitoring bird population trends. Used mist nets, auditory surveys, sight id, and recorded information gathered.
- Monitored and collected Mountain Mahogany, and Antelope Bitterbrush seeds.
- Assisted in gate installation for seasonal road closures. Included some installation problem solving, assisted in heavy lifting, and operation of power tools.
- Staffed a tree id table at the annual 6th grade forestry tour. Educated the public on tree identification and use of a dichotomous key.
- Assisted River Ranger in an administrative raft trip down the wild and scenic section of the Klamath River.

Hydrologic Technician

June 2009-Present

Lakeview District Bureau of Land Management

Klamath Falls, OR

Responsibilities: Conduct inventories and monitoring involving surface and ground water resources, soils, geomorphology, and riparian and wetland areas. Perform vegetative work including monitoring and collecting. Use Geographical Information Systems (GIS), including mobile GIS devices, to construct and edit maps as needed.

Studies in support of BLM Klamath Basin Restoration Agreement Obligations

- Surveyed transects of shoreline vegetation along Agency Lake in support of a shoreline vegetation distribution study. Conducted emergent vegetation speciation and abundance counts and measured ground elevation at one meter intervals. Data will be used in development of a vegetation distribution predictive model and as input variables for an interactive GIS user interface designed to test user defined hydrologic scenarios in former Agency Lake wetlands. Wrote methods section, conducted data entry, and analysis to support a preliminary results report.
- Installed 21 clay horizon plots for the Wood River Wetland subsidence reversal study. Assisted in installing relative elevation benchmarks for measuring elevation change due to deposition over time. Assisted in conducting cryogenic soil coring for the purpose of measuring annual rates of sediment deposition.

Hydrologic Monitoring

- Conducted water quality sampling in the Wood River Wetland using standard nutrient grab sampling techniques. Calibrated and operated YSI data sonde for water quality parameters.
- Conducted in-stream discharge measurements in wadeable streams using a Marsh-McBirney flo-mate velocity meter system.
- Conducted stream inventory for timber sale planning areas using a Trimble Juno GPS unit. Located, classified, and mapped stream locations and periodicities. Downloaded stream data from Juno to ArcGIS for editing.
- Monitored stream temperatures for quality control of established data logger sites.
- Monitored spring discharge in juniper treatment sites and control sites to validate effects of juniper thinning treatment on spring discharge.
- Assisted in elevation monitoring of Pitchlog Creek culvert installment and rock weir construction.

Fisheries Related Studies

- Assisted the Fisheries Biologist in conducting electrofishing surveys in Spencer Creek to monitor Redband trout populations. Surveyed tributaries to Gerber Reservoir to monitor fish use of perennial residual pools.
- Conducted Lost River Sucker larvae surveys in Gerber Reservoir tributaries.
- Performed Oregon Spotted Frog egg mass surveys. Determined egg mass development stages, habitat condition, and recorded GPS location of egg masses. Entered egg mass survey data into BLM GeoBob database forms.
- Performed Oregon Spotted Frog and Bullfrog nighttime surveys. Bullfrogs were captured using canoes, gigs, nets, and spotlights and removed from the population. Data collected included age, sex and stomach contents.
- Conducted bullfrog breeding call surveys in the Wood River Wetland to determine control effort locations for eradication.
- Assisted Fisheries Biologist in layout of log placement for the Spencer Creek large woody debris restoration project.

Miscellaneous Studies

- Assisted in completion of wetland vegetation nutrient analysis study of Hank's Marsh, Williamson River Delta, and Wood River Wetland. Collected above ground biomass vegetation samples from all three wetlands, sorted, processed samples for nutrient analysis, analyzed data and assisted in preparation of manuscript for publication.

- Conducted surveys for terrestrial mollusk species to protocol as required by Survey and Manage Guidelines contained within the Northwest Forest Plan. Utilized GPS to conduct transect surveys in timber sale units.
- Cut and replanted hundreds of willow stocks to improve bank stabilization of restoration efforts in the Wood River Wetland.
- Annually assisted botanist in identifying and estimating percent cover of vegetation plots in the Wood River Wetland.
- Collected native grass seeds with botanist for KFRA native seed propagation.
- Assisted River Ranger in an administrative raft trip down the wild and scenic section of the Klamath River.

GIS

- Georeferenced historic aerial photos of the Wood River Wetland to create a restoration project photo time-series analysis. Graphics were used for historical comparisons and for educational interpretative displays.
- Modeled water levels of the Wood River Wetland using LiDAR data to refine and calibrate area capacity curves.
- Predicted potential restored emergent wetland areas of the Wood River Wetland using LiDAR digital elevation models (DEMs).
- Edited stream hydrography shapefiles for BLM GIS corporate data stream updates according to National Hydrologic Data (NHD) standards and procedures.
- Provided GIS support to the Hydrologist and Fisheries Biologist during the winter on a part time status to support KFRA interdisciplinary team planning efforts when other seasonal temporary employees are off.