

Archie Agriculture

La Grande, OR | archie@eou.edu | 541.555.5555

EDUCATION

Eastern Oregon University

B.S. Agriculture Entrepreneurship, Minor: Crop Science

La Grande, OR

Anticipated Graduation: June 2024

Blue Mountain Community College

A.A.S. Business Administration

Pendleton, OR

September 2019- June 2021

PROFESSIONAL EXPERIENCE

Farm Worker

EO Farms

La Grande, OR

March 2021- Present

- Operated a wide variety of heavy equipment used to harvest crops
- Monitored soil & water health through regular testing of pH and minerals present
- Managed crop health and administered fertilizer, and phosphorus supplements to crops
- Worked closely with farm manager to train new farm hands

Livestock Caretaker

Eastern Oregon Livestock Co.

Summerville, OR

November 2019-January 2021

- Managed the health and wellbeing of over 500 head of cattle from birth to maturity
- Developed the Cattle Health Management Plan which outlined the individual needs of each animal relating to vaccinations, medications, supplements, and specialized care
- Assisted with live births, and cared for 20 orphaned calves
- Trained new ranch hands on cattle care and management, safety around livestock and equipment, and proper handling of animals used on the ranch (cattle and horses)

Landscaping Specialist

Better Landscapes

La Grande, OR

October 2018- September 2019

- Organized a team of 15 landscapers to create schedules for client service times
- Sold landscaping services to clients through cold calls and referrals
- Managed lawn care for 20 clients by cutting grass length, planting flowers, and disposing of fallen leaves
- Created a lawn management and maintenance plan with each of my clients by assessing their personal lawn care needs

AGRICULTURAL LEADERSHIP & COMMUNITY INVOLVEMENT

Community Garden Development

Union County, OR

La Grande, OR

September 2016- Present

Agriculture Entrepreneurship Club

Blue Mountain Community College

Pendleton, OR

September 2018-March 2020

Benny Business

Eastern Oregon University Graduate | La Grande, OR

benny@eou.edu | 541.555.5555

EDUCATION

Eastern Oregon University, B.S. Business Administration

La Grande, OR

Minor: Human Resource Management

9/18-6/22

Cumulative GPA: 3.96

PROFESSIONAL EXPERIENCE

Executive Assistant to President Mountaineer

La Grande, OR

Eastern Oregon University

3/21-Present

- Worked diligently to schedule meetings and managed the monthly calendar and events on his schedule
- Organized events that he was scheduled to attend, and assisted in the development of marketing materials to share with students
- Collaborated with other team members to establish monthly schedules
- Attended meeting with Vice President Mountaineer to discuss budgeting
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Human Resource Management Intern

La Grande, OR

Grande Ronde Hospital

3/20-2/21

- Assisted HR manager with onboarding paperwork
- Provided support and guidance new new and existing system users
- Managed all new hire paperwork include W-4 and I-9 instruction

Assistant to Human Resource Benefits Manager

La Grande, OR

Eastern Oregon University

12/18-12/19

- Researched benefit options for university employees
 - Informed university employees of benefits packages and options
 - Informed university employees of PEBB benefits and related insurance packets
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PROFESSIONAL DEVELOPMENT

Oregon Business Student Association

La Grande, OR

Member

9/18- Present

- Attended regular meetings
- Engaged in workshops

Eastern Oregon University Business Student Association

La Grande, OR

Eastern Oregon University

10/18- Present

- Organized monthly meeting with fellow members
 - Presented club information to university faculty
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TECHNICAL SKILLS

Microsoft Office: Word, Powerpoint, Publisher, Excel

Human Resource Software: ATS, HRIS, Employee Engagement, Workday

Hiring Management: Handshake, HireMe

LEADERSHIP ROLES

Eastern Oregon University Student Body

La Grande, OR

Vice President

3/21- Present

Tina Teaching

La Grande, OR | tteaching@eou.edu | (541) 555-5555

EDUCATION

Eastern Oregon University
B.S. Elementary Education

La Grande, OR
September 2019 - June 2022

TEACHING EXPERIENCE

Student Teacher

Imbler, OR

Imbler Elementary School

August 2022 - Present

- Developed and implemented lesson plans independently in 4th grade classroom in the areas of math, science, and reading based on required Oregon curriculum components.
- Managed 25 4th grade students and tracked behavioral changes that occurred.
- Assisted the main teacher with grading papers, conducting parent conferences, and caring for all students.
- Organized daily learning activities, including visual materials, equipment, student supplies, and necessary paperwork.

K-4 Teacher's Assistant

Union, OR

Union Elementary School

September 2021 - June 2022

- Accurately and efficiently graded papers for 75+ students ranging in grade level from K-4 in the areas of math, reading, and writing.
- Worked one-on-one with students to further explain their assignments and answer questions.
- Assisted teachers in lesson planning and instruction, as well as the implementation of lessons.
- Organized all parent teacher conferences and gathered necessary information to share with parents.

LICENSES

Oregon Preliminary Teaching License

TSPC

Awarded: June 2022

Special Education Endorsement

TSPC

Awarded: June 2022

LEADERSHIP EXPERIENCE

ASEOU

La Grande, OR

Eastern Oregon University

March 2021- March 2022

Nancy L. Nursing

nancy@eou.edu | 541.555.5555 | La Grande, OR

EDUCATION

Eastern Oregon University, La Grande, OR

Bachelor of Science in Nursing

La Grande, OR

September 2019- Present

Certifications: American Heart Association CPR & First Aid, Mental Health First Aid

PROFESSIONAL EXPERIENCE

Grand Ronde Hospital

Medical Assistant

La Grande, OR

June 2020- Present

- Roomed patients and obtained medical information including vital signs, pain levels, medication intolerances or allergies, and medical history
- Assisted with multiple outpatient procedures and provided support to doctors
- Performed small-level medical surgeries including stitches, taking skin biopsies, and bandaging

Dermatology Clinic- Grande Ronde Hospital

Medical Scribe

La Grande, OR

August 2019- Present

- Assisted Dr. Smith and Dr. Johnson with removing back benign and malignant skin markings from patients, prepared biopsies for lab review
- Roomed patients and obtained all necessary medical information
- Assisted doctors with routine skin checks of patients, practiced identifying malignant and benign skin markings

Union Clinic

Front Desk Receptionist

Union, OR

June 2018- December 2018

- Welcomed patients into the clinic and processed their medical information
- Regularly communicated with doctors and nurses regarding patient information, care, and necessary medications

COMMUNITY SERVICE

Red Cross Blood Drive

Event Coordinator

Portland, OR

June 2018- Present

- Organize school blood drives for the Red Cross- find event spaces and volunteers
- Process volunteer paperwork and information prior to donating
- Provide aftercare for volunteers- ensure no adverse reactions take place after donation

Mounties Fight Hunger

Volunteer

La Grande, OR

September 2021

- Marketed the event to all EOU community members and Union County residents
- Set up collection site on campus, checked daily for donations and took donations to the food bank
- Assisted program director in development, planning and execution of event
- Volunteered 20+ hours to market to local residents and collect donations