

Example Resume (including industry specific language & transferable academic experience)

Greta Gaucho

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OBJECTIVE

To obtain the Entry-level Environmental Planner position at Amec Foster Wheeler, utilizing experience managing CEQA and NEPA-compliant projects and technical writing skills

EDUCATION

University of California, Santa Barbara (UCSB)

Expected Graduation: June 20xx

Bachelor of Science (B.S.), Environmental Studies

- Environmental Studies GPA: 3.5 | Cumulative GPA: 3.3
- **Relevant Coursework:** Advanced Environmental Planning, Business and Environment, Politics of the Environment, Natural Resources Economics, Technical Writing, Environmental Ecology

RELEVANT EXPERIENCE

Environmental Regulatory Compliance Intern

June 20xx-September 20xx

Venco, Inc. | Carpinteria, CA

- Drafted Environmental Impact Reports in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) for a variety of projects
- Collaborated with Environment Coordinator in projects including the decommissioning of aging and unused oil pipelines and storage facilities
- Managed multiple projects at once and worked closely with interdisciplinary team to ensure all facets of each project were in compliance with local, state, and federal regulations
- Helped shepherd 2 project applications to completion after conditional approval of proposed plans by the relevant state, local, and federal regulatory boards

Technical Writing & Research Assistant

October 20xx-June 20xx

UCSB Alagona Lab | Santa Barbara, CA

- Created a database of source material and co-wrote the bibliography for a full-length publication on the history of wildlife in American cities
- Edited several chapters of the manuscript concerning public policy surrounding urban wildlife
- Assisted in scholarly research on the impact of domestic structures on rodent populations

Field Restoration Intern

June 20xx-September 20xx

UCSB Environmental Studies Internship Program | Storke Ranch, Goleta, CA

- Aided in the restoration of a sensitive vernal pool ecosystem, removing invasive species through weeding and solarization techniques, and replanting native species
- Instructed and supervised volunteer groups of 15+ on a weekly basis in native and invasive plant identification, weeding and planting techniques, and maneuvering through sensitive habitats

SKILLS

- Computer: Proficient in MS Excel (data input & analysis), GraphPad Prism, and EndNote
- Language: Fluent in Spanish, written and oral