

AGRIBUSINESS SAMPLE RESUME

Stephen Austin

Nacogdoches, Texas

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EDUCATION

Bachelor of Science in Agriculture

May 20XX

Stephen F. Austin State University, Nacogdoches, Texas

Concentration in General Business

CERTIFICATIONS

- Forklift Operator Certification, Occupational Safety and Health Administration; Expires May 20XX
- Hazard Analysis Critical Control Point (HACCP): The State-of-the-Art Approach to Food Safety Certification, HACCP Training University; Issued May 20XX
- Texas Food Handler Certification, ServeSafe; Expires June 20XX

WORK EXPERIENCE

Texas Feed Intern

January 20XX-May20XX

Texas Feed Mill Warehouse and Storefront, Nacogdoches, Texas

- Assisted personnel with sensitive file management, including Material Safety Data Sheet (MSDS) files, restricted use and state limited use pesticide reports, and accounts payable and receivable
- Developed effective marketing strategies to promote positive public outlook of company
- Collaborated with management to oversee full feed mill production process starting with raw material intake, through grinding, mixing, pelleting, and cooling
- Implemented preventative and routine maintenance with mentor oversight to ensure effective and ethical production of high-quality product

Customer Service Associate

February 20XX-March 20XX

Azalea Nursery and Garden Center, Nacogdoches, Texas

- Monitored and inventoried storefront stock in multiple departments such as building, electrical, plumbing, and hardware
- Identified and resolved customer, vendor, and staff issues to promote a healthy company experience
- Engaged in safe work practices that align with company, state, and federal policy

Team Leader

June 20XX-November 20XX

Chick-fil-A, Nacogdoches, Texas

- Evaluated needs of customers and staff to maintain positive working relations
- Communicated employee performance and policy violations to staff and management
- Cooperated with local organizations to serve their individual needs with exceptional customer service

INVOLVEMENT

President, Agriculture Business Club, 20XX-20XX

- Managed collaborative work environment with committee members and leadership
- Organized recruitment teams for XX participants weekly
- Delegated tasks based on strengths of others for the betterment of the club

Alpha Gamma Rho Agriculture Fraternity, 20XX-20XX

- Aided fraternity brothers in promoting philanthropy to support local leaders in agriculture
- Fostered lifelong personal and professional development through educational, leadership, and social opportunities in partnership with campus and community members

Check out the [CCPD Professional Document Guidebook](#) for more information