
Field Assistant Clerk Resume

Job Objective

Seeking a Field Assistant clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Field Assistant clerk, May 2004 – Present
Monsanto, Minneapolis, MN

- Responsible for regulatory compliance, data collection, record keeping, safety protocols, and maintenance of seed inventory, agronomics etc.
- Assisted in hiring, training, supervising, and motivating seasonal staff.
- Performed safety inspections, and assisted in providing safety training and guidance to field personnel.
- Collaborated with team to maintain Quality Management Standards.
- Worked closely with other research sites to keep program operating efficiently.
- Maintain all related records.

Field Assistant clerk, March 2002– April 2004
The Nature Conservancy, Minneapolis, MN

- Initiated to identify and recruited new training sites.
 - Maintained positive working relationships with current directors of training and training sites.
 - Supported the process for new and continuing students to plan and to interview for their field sites.
 - Assisted the Director of Field Education in their field office operations.
 - Furthered to maintain intrapersonal relations with Field Education Directors.
 - Volunteered to maintain field office documents and functions.
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Summary of Qualifications:

- Ability to expedite seed handling and field operations
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Access)
 - Able to prepare seeds for winter nurseries and laboratories
 - Ability to work effectively with interdisciplinary teams
 - Ability to balance and prioritize tasks
 - Ability to utilize equipment like planters, combines and hand held computers
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Education:

Associate Degree in Commerce, Central Piedmont Community College, Charlotte, NC

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