



CAREER
DEVELOPMENT
SERVICES

ALABAMA A&M UNIVERSITY



**Resume Guide for
College of Agriculture, Life and Natural
Sciences Students**

RESUME TEMPLATE

Your Name

2514 N. 23rd Street – Huntsville, AL 53211

(256) 123-4567

yor.resamay@bulldogs.aamu.edu (if you are graduating, use a professional email address)

YYS student (or Recent (Major) graduate) seeking an internship (or entry-point professional position) to utilize the knowledge and skills gained academically and experientially (SEE SECTION 1)

EDUCATION

Alabama A&M University

Normal, AL

B.S. (B.A.), Major

May 2016

GPA: 3.1/4.0 (include if you have a 3.0 or higher)

Awards and Honors: If you haven't received any, delete this section

List college level, academic major or career-relevant awards and honors

- Example: Dean's List & Honor Roll 2012-present
- Example: Presidential Gold Medallion 2013

Relevant Coursework: (3-4 upper level courses – USE FORMAL CLASS TITLES – not course #s) If you have a lot of relevant work experience, this section can be deleted

- **List courses in major relevant to the position for which the resume is being created**

SKILLS and ATTRIBUTES (SEE SECTION 2)

- Proficiency with Microsoft Word, Excel, Access
- Ability to effectively communicate verbally and in writing
- **Add 3-5 additional bullets (ex. managing tasks/projects, accounting software knowledge and/or utilization and organization/analytical skills, working effectively in groups etc...)**

INTERNSHIP EXPERIENCE DELETE IF YOU DID NOT HAVE AN INTERNSHIP

REVERSE CHRON – MOST RECENT TO LEAST RECENT

Name of Organization

City, State

Name of Position

Month/Year (start) – Month/Year (end)

- **List work responsibility or contribution (SEE SECTION 3)**
- **List work responsibility or contribution**

WORK EXPERIENCE

REVERSE CHRON – MOST RECENT TO LEAST RECENT

Name of Organization

City, State

Name of Position

Month/Year (start) – Month/Year (end)

- **List work responsibility or contribution (SEE SECTION 3)**
- **List work responsibility or contribution**

Name of Organization

City, State

Name of Position

Month/Year (start) – Month/Year (end)

- **List work responsibility or contribution**
- **List work responsibility or contribution**

Membership or Activity:

- **List at least 2 relevant memberships/activities**

Sample Biology

Job Johnson

4900 Median St, Normal, AL • (256) 555-1234 • Job.johnson@bulldogs.aamu.edu

Biology Major seeking to obtain a position as a Laboratory Research Assistant.

EDUCATION

Alabama A&M University
B.S., Biology
GPA: 3.2/4.0

Normal, AL
May 20xx

Honors:

- Dean's List, 2014 – Present; Beta Kappa Chi Scientific Honor Society, 2013- Present

Relevant Coursework:

Biochemistry
Microbiology
Zoology

Organic Chemistry
Human Anatomy & Physiology
DNA/Extraction/Quantification

Cell Biology
Botany
Genetics

INTERNSHIP EXPERIENCE

AAMU Department of Biology | Research Assistant

Normal, AL

January 20xx – June 20xx

Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production

- Performed IM injections in chickens
- Ran 80 blood samples through gas chromatograph to check T1 levels
- Prepared bone growth media for 8 sets of experiments

Huntsville Hospital Medical Center | Intern

Huntsville, AL

May 20xx – June 20xx

- Worked closely with staff performing tasks such as preparing charts, stocking rooms with supplies, running errands, and answering phones
- Provided patient care by escorting patients, taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Learned basics of telemetry

WORK EXPERIENCE

Burger King | Team Lead

Huntsville, AL

June 20xx – Present

- Place orders and perform cashiering duties in high-volume fast food establishment
- Suggest new method of packaging orders which reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

ACTIVITIES/COMMUNITY SERVICE

Swimming, Intramural Basketball

February 20xx – Present

Volunteer, Habitat for Humanity

June 20xx - Present

Volunteer, Society for Prevention of Cruelty to Animals

May 20xx

Sample Nutrition

Bella Swan

115 Chase Rd – Huntsville, AL 35811 • (256) 555-8080 • Bella.swan@bulldogs.aamu.edu

Nutrition Major seeking an internship with the California Department of Education's Healthy Environment Nutrition Team.

EDUCATION

Alabama A&M University

Major – Nutrition | Minor – Chemistry

GPA: 3.56/4.0

Normal, AL

Dec 20xx

Honors:

- Dean's List; Honor Roll 2014-present; Merit Scholarship

Relevant Coursework:

Fundamentals of Food

Food & Nutrition

Special Programs

Understanding Nutrition

Practice in Applied Nutrition

Community Nutrition

Child/Maternal Nutrition

Medical Nutrition

Dietetics Capstone

CLASS PROJECTS

Weekly Menu Planning

January 20xx – March 20xx

- Planned nutritious menus to accommodate various dietary health needs
- Analyzed nutritious components of meals using ESHA (nutrient database software)
- Selected and purchased ingredients, prepared meals, and displayed for others to sample
- Managed a team of four students and facilitated individual tasks

Diet Analysis Project

January 20xx – March 20xx

- Recorded a week-long food diary
- Evaluated diet using Diet Analysis software and identified areas needing improvement

WORK EXPERIENCE

Alabama A&M Child Care Center | Classroom Assistant

Normal, AL

June 20xx - Present

- Ensure a safe classroom environment and attend to the physical needs of up to 13 infants
- Promote emotional, social, and cognitive development through interactive activities

Swim Swim Swim Center | Lifeguard/ Swim Instructor

Huntsville, AL

June 20xx – August 20xx

- Instructed up to 25 children daily on water safety and proper stroke technique
- Maintained a safe environment; monitored pool serving up to 200 patrons and enforced rules

Membership or Activity:

- Secretary, Nutrition Club

August 20xx – Present

- Miracle Miles for Kids 10K Run,

June 20xx & 20xx

- Global Night Commute, Invisible Children,

October 20xx

- Habitat for Humanity

March 20xx

Sample Environmental Science

Kelly R. Jones

2514 N. 23rd Street – Huntsville, AL 53211 • (256) 123-4567 • kelly.rjones@bulldogs.aamu.edu

Environmental Science Major seeking an entry level position in the agri-business industry.

EDUCATION

Alabama A&M University
B.S., Environmental Science
GPA: 3.6/4.0

Normal, AL
May 20xx

Honors: Dean’s List 20xx – Present; Alpha Kappa Mu National Honor Society 20xx – Present; Honor Roll 20xx - Present

Relevant Coursework:

Agricultural Management • Agricultural Engineering • Global Commodities Markets • Agricultural Science

SKILLS and ATTRIBUTES

- Ability to effectively communicate verbally and in writing
- Proven relationship-builder with unsurpassed interpersonal skills
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects

INTERNSHIP EXPERIENCE

Farm Central | Co-op

Huntsville, AL

September 20xx - December 20xx

- Worked in a structured co-op program as an assistant to the Manager of Research and Development, Agricultural Technologies
- Documented theoretical and experimental study programs
- Developed internal library of study results for publication on Farm Central’s Intranet, including the first usage of this technology within the R&D Department
- Awarded Outstanding Co-op Student Award

We Are Farmers | Agriculture Merchandising

Decatur, Illinois

May 20xx – August 20xx

- Developed Excel spreadsheet models for analyzing merchandising models at each of We are Farmers product lines matrixed against physical plant production
- Designed new break-even analysis currently in use by We Are Farmers Merchandising Department
- Developed automated record keeping to reduce month-end record-keeping process from 12 hours to 2 hours

WORK EXPERIENCE

Cheddars | Head Waitress

Huntsville, AL

March 20xx – Present

- Assist the manager in revenue evaluation, payroll, inventory maintenance and menu creating
- Tabulate customer feedback reports, addressed efforts to improve customer satisfaction
- Train and supervise new employees

Membership or Activity:

- Member, Sigma Tau Epsilon Professional Fraternity Inc., December 20xx - Present
- Member, Future Farmers of America September 2013-Present

Sample Forestry

Job Johnson

4900 Median St, Normal, AL • (256) 555-1234 • Job.johnson@bulldogs.aamu.edu

Forestry Major seeking to obtain a internship position as a Laboratory Research Assistant.

EDUCATION

Alabama A&M University
B.S., Forestry
GPA: 3.2/4.0

Normal, AL
May 20xx

Honors:

- Society of American Foresters, May 20xx to Present
- Xi Sigma Pi Honor Society, May 20xx to Present
- Dean's List, 20xx – 20xx

Relevant Coursework:

Forest Ecology	Forest Recreation	Biometry
Intro to Bioinformatics	Psychophysiology	Soil Physics

INTERNSHIP EXPERIENCE

United States Forest Service | Intern

Durango, CO

Summer 20xx

- Conducted forest inventories, marked trees for a timber sale, and cleared trails
- Assisted wilderness rangers in the maintenance of campgrounds and participated in wildland fire fighting training
- Knowledge in comparing aerial photos to examine condition of specific stands

WORK EXPERIENCE

Bureau of Land Management | Range Technician

Huntsville, AL

August 20xx - Present

- Primary Fire Fuels Module Crew Member; equipped with a Type 4 and Type 6 engine
- Participate in fuels projects, prescribed fires and wildland fires
- Participate in initial attack and extended attack on approximately 20 fires, lasting up to 12 days
- Prepare areas for prescribed fires using hand tools and chainsaws
- Restore areas after prescribed burns including cleared hazard trees, planted seeds, and restored water bars
- Build extensive amounts of fence for Aspen regeneration

Department of Forestry | Tech

Normal, AL

January 20x – May 20xx

- Identified a variety of unknown range plants to add to herbarium
- Collected and processed soil samples for seed bank studies from western geographic locations
- Measured plant abundance using biomass, cover, and frequency estimates
- Assisted graduate students and researchers with setting up experiments
- Collected seed from various species

Membership or Activity:

Mentor, Fire Dawgs Club
Vice President, Forestry Club

February 20xx – Present
June 20xx - Present

RESUME WORKSHEET

Use this worksheet as a guide for preparing a great resume.

IDENTIFICATION

Name _____

Home Address _____ Zip Code _____

Phone Number (home or cellphone) _____ Email Address _____

SUMMARY STATEMENT

EDUCATION & TRAINING

Highest Level/Most Recent Education or Training

Institution Name _____

City, State _____

Degree Received _____ Month/Year Expected or Received _____

GPA _____

SKILLS & ATTRIBUTES

RELEVANT COURSEWORK

(Specific courses related to your major – Include the most advanced courses you have taken.

Use formal names, not course numbers. If you have lots of relevant experience, this section is not needed)

ARMED SERVICES TRAINING

OTHER TRAINING OR CERTIFICATE PROGRAMS

Institution Name _____

Branch of Military Service _____

Certificate or Degree _____

Special Training in the Military _____

**Related Workshops, Seminars,
Informal Learning, Continuing Education Courses
or Any Other Training**

Skills Developed: _____

Equipment or software you used: _____

Promotions, accomplishments, and anything else positive _____

WORK EXPERIENCE

Most Recent Position First

>> Use **past tense verbs** if no longer working there <<
Next Most Recent Position (Work your way backwards)

Dates From (Mo/Year): _____ **to (Mo/Year)** _____

Organization Name: _____

City, State: _____

Your Job Title: _____

Duties/Accomplishments (Quantify, where possible): _____

Next Most Recent Position (Work your way backwards)

Dates From (Mo/Year): _____ **to (Mo/Year)** _____

Organization Name: _____

City, State: _____

Your Job Title: _____

Duties/Accomplishments (Quantify, where possible): _____

Next Most Recent Position (Work your way backwards)

Dates From (Mo/Year): _____ **to (Mo/Year)** _____

Organization Name: _____

City, State: _____

Your Job Title: _____

Duties/Accomplishments (Quantify, where possible): _____

Next Most Recent Position (Work your way backwards)

Dates From (Mo/Year): _____ **to (Mo/Year)** _____

Organization Name: _____

City, State: _____

Your Job Title: _____

Duties/Accomplishments (Quantify, where possible): _____

Next Most Recent Position (Work your way backwards)

Dates From (Mo/Year): _____ **to (Mo/Year)** _____

Organization Name: _____

City, State: _____

Your Job Title: _____

Duties/Accomplishments (Quantify, where possible): _____

RELATED AWARDS, ACHIEVEMENTS, COMMUNITY SERVICE & AFFILIATIONS

SAMPLE DESCRIPTIONS FOR STUDENT RESUMES

IMPORTANT NOTE: IF YOU ARE CURRENTLY EMPLOYED, USE PRESENT TENSE VERBS. IF YOU DON'T WORK THERE ANY MORE, USE VERBS IN THE PAST TENSE.

Summary (1)

Adjective below (Major) student eager to secure an internship through which the knowledge and skills gained academically and experientially can be utilized to support productivity or (efficiency) or (bottom-line success)

Enthusiastic recent college graduate, skilled in (retail management/supporting operations/accounting) profitability/developing rapport with customers in order to meet and exceed set goals) by providing superior customer service/ continuously seeking ways to improve productivity) seeks an entry-point professional position.

Sample Adjectives

Adventurous	Focused	Outgoing
Ambitious	Friendly	Patient
Assertive	Good-natured	Perceptive
Careful	Happy	Persistent
Cheerful	Hardworking	Personable
Confident	Helpful	Poised
Conscientious	Honest	Polite
Cooperative	Humorous	Productive
Courteous	Imaginative	Punctual
Creative	Independent	Rational
Decisive	Insightful	Realistic
Dependable	Intuitive	Relational
Devoted	Judicious	Reliable
Disciplined	Logical	Resourceful
Earnest	Loyal	Responsive
Efficient	Meticulous	Sensitive
Energetic	Open-minded	Sincere
Enterprising	Optimistic	Thorough
Enthusiastic	Organized	Truthful

SKILLS and ATTRIBUTES (2)

- Strong project management skills
- Ability to assimilate information from a variety of sources
- Capable of making recommendations for appropriate actions
- Excellent writing and communication skills
- Able to execute projects in accordance with regulations, policies and procedures
- Self-starter, performing tasks with minimal or no supervision
- Able to perform progressively complex duties
- Quick learner with the ability to work independently and within a team
- Proficient with Microsoft Office®, Microsoft Word®, Power Point® and Excel
- Work independently with little or no supervision
- Go-to team player
- Excellent customer service skills
- Natural relationship building skills
- Works well under pressure
- Ability to work in a team
- Ability to make decisions and solve problems
- Ability to communicate verbally with people inside and outside an organization
- Strong analytical ability
- Excellent problem solving skills
- Excellent organizational skills
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficient with computer software programs
- Ability to create and/or edit written reports
- Ability to sell and influence others
- Punctual and detail-oriented
- Good time management
- Ability to solve problems and make decisions as necessary
- Excellent oral and written communication skills
- Strong analytical ability
- Excellent problem solving skills
- Excellent organizational skills
- Ability to work cross functionally in the organization
- Excellent communication skills
- Demonstrates leadership attributes within classroom, projects, volunteering
- Excellent verbal and written communication skills
- Ability to communicate with all levels of management
- Ability to multitask and work with cross functional teams
- Demonstrate excellent time management and organizational skills
- Unparalleled integrity and a strong work ethic that will ensure achievement of short- and long-term goals
- Strong track record of improving customer satisfaction indexes; seen as a trusted advisor to clients
- Manage time effectively; prioritize and make good business judgments and decisions in relationship to efficiency, effectiveness while meeting daily service expectations

Use **KEY WORDS** to describe your responsibilities and accomplishments **(3)**

Accelerated	Classified	Discovered	Found
Accomplished	Coached	Dispatched	Founded
Achieved	Collaborated	Dispensed	Fulfilled
Acquired	Collected	Displayed	Furnished
Acted	Combined	Dissected	Gained
Activated	Commanded	Distinguished	Gathered
Adapted	Communicated	Distributed	Generated
Addressed	Compared	Diversified	Governed
Adjusted	Compiled	Documented	Guided
Administered	Completed	Doubled	Handled
Advanced	Composed	Drafted	Headed
Advertised	Computed	Earned	Heightened
Advised	Conceptualized	Edited	Helped
Advocated	Condensed	Educated	Hired
Aided	Conducted	Eliminated	Honed
Allocated	Conferred	Emphasized	Hypothesized
Analyzed	Conserved	Employed	Identified
Answered	Consolidated	Enabled	Illustrated
Anticipated	Constructed	Enacted	Imagined
Applied	Consulted	Encouraged	Implemented
Appraised	Contacted	Enforced	Improved
Approved	Contained	Engineered	Improvised
Arbitrated	Continued	Enhanced	Incorporated
Arranged	Contracted	Enlarged	Increased
Ascertained	Contributed	Enlisted	Indexed
Aspired	Controlled	Ensured	Indoctrinated
Assembled	Converted	Entertained	Influenced
Assessed	Cooperated	Established	Informed
Assigned	Coordinated	Estimated	Initiated
Assisted	Correlated	Evaluated	Innovated
Attained	Corresponded	Examined	Inspected
Audited	Counseled	Executed	Inspired
Augmented	Created	Expanded	Installed
Authored	Critiqued	Expedited	Instituted
Automated	Cultivated	Experimented	Instructed
Awarded	Customized	Explained	Insured
Balanced	Cut	Explored	Integrated
Began	Debugged	Expressed	Interacted
Boosted	Decided	Extended	Interpreted
Briefed	Decreased	Extracted	Interviewed
Budgeted	Delegated	Fabricated	Introduced
Built	Delivered	Facilitated	Invented
Calculated	Demonstrated	Familiarized	Investigated
Captured	Designated	Fashioned	Inventoried
Catalogued	Designed	Finalized	Involved
Centralized	Detected	Fixed	Issued
Changed	Determined	Focused	Joined
Chaired	Developed	Forecasted	Judged
Charted	Devised	Formed	Justified
Checked	Diagnosed	Formulated	Kept
Clarified	Directed	Fostered	Launched

Learned	Prescribed	Reshaped	Supplied
Lectured	Presented	Resolved	Supplemented
Led	Presided	Responded	Supported
Lifted	Prevented	Restored	Surpassed
Located	Printed	Restructured	Surveyed
Logged	Prioritized	Retrieved	Sustained
Maintained	Processed	Reversed	Synthesized
Managed	Produced	Reviewed	Systematized
Marketed	Programmed	Revised	Tabulated
Maximized	Projected	Revitalized	Targeted
Measured	Promoted	Routed	Taught
Mediated	Proofread	Saved	Terminated
Merged	Proposed	Scheduled	Tested
Minimized	Protected	Screened	Tightened
Mobilized	Proved	Set	Totaled
Moderated	Provided	Searched	Tracked
Modified	Publicized	Secured	Traded
Monitored	Published	Selected	Trained
Motivated	Purchased	Separated	Transcribed
Navigated	Qualified	Served	Transferred
Negotiated	Questioned	Set up	Transformed
Netted	Raised	Shaped	Translated
Observed	Ran	Shared	Transmitted
Obtained	Rated	Simplified	Traveled
Opened	Reached	Simulated	Treated
Operated	Realized	Sketched	Trimmed
Ordered	Reasoned	Sold	Tutored
Orchestrated	Received	Solidified	Typed
Organized	Recommended	Solved	Uncovered
Originated	Reconciled	Sorted	Undertook
Outlined	Recorded	Spearheaded	Unified
Overcame	Recruited	Specialized	United
Overhauled	Reduced	Specified	Updated
Oversaw	Referred	Sponsored	Upgraded
Participated	Regulated	Stabilized	Used
Performed	Rehabilitated	Staffed	Utilized
Persuaded	Related	Standardized	Validated
Photographed	Remodeled	Started	Verbalized
Pinpointed	Rendered	Stimulated	Verified
Piloted	Reorganized	Stored	Vitalized
Pioneered	Repaired	Streamlined	Volunteered
Placed	Replaced	Strengthened	Weighed
Planned	Reported	Structured	Widened
Predicted	Represented	Studied	Won
Prepared	Researched	Supervised	Worked
			Wrote

SAMPLE work responsibility or contributions (3)

Remember: use current tense verbs for present jobs; past tense for former jobs

ADMINISTRATIVE EXPERIENCE

- Receive incoming telephone calls from prospective clients
- Prepare labels, folders and tabs for file system application
- Prepare correspondences, memorandums and/or reports using Microsoft Office Word
- Created a new filing system that increased efficiency and reduced paper
- Use Microsoft Office Excel (or Access) to create database for mailing list
- Complete forms and documents required to track incoming and outgoing equipment

RETAIL EXPERIENCE

- Promotes and models legendary service; creates a culture of hospitality within the store
- Understands, manages and executes the sales program in accordance with company standards
- Provides coaching, training, and feedback to improve associates' performance on a daily basis
- Consistently meet and exceed monthly quotas
- Tracks, analyzes and leverages sales results and guest comments to reinforce desired behaviors and act upon opportunities for improvement
- Demonstrates knowledge and passion for company products and services
- Addresses all guest concerns and questions promptly and with professionalism
- Recruits, interviews, and hires non-management staff in accordance with company hiring policy and procedures, and using an online application tool
- Ensures all company policies, standards and procedures are consistently followed
- Manages new hire orientation (non-management), scheduling, and payroll management for store
- Manages the sales team to ensure all responsibilities are executed accurately and efficiently
- Assists the general manager with conducting business analysis that results in the planning and directing of associates to meet or exceed budgeted sales, control expenses, and achieve productivity goals
- In the absence of the general manager, facilitates and leads all store internal and external sales and product training, and oversees the completion of associate learning maps
- Conduct inventory and maintain records of orders, receipts and sales
- Assisted in store closings and prepared for next-day operations
- Greet customers and provide assistance to ensure a positive shopping experience

CUSTOMER SERVICE

- Professionally handle incoming telephone calls from internal and external customers
- Take appropriate action to resolve questions or complaints timely and accurately
- Maintain telephone performance goals established by specified division
- Enter telephone inquiry report of contact into customer service intake screen
- Provide the same high quality service to "walk-in" inquiries provided for telephone inquiries
- Work with all departments in division to resolve customer service inquiry issues
- Attend available training sessions to further enhance skills
- Ability to talk while keying
- Ensure timely and accurate completion of daily/weekly telephone reports
- Stay up-to-date regarding online resources to provide optimal customer service
- Keep abreast of changing guidelines and government regulations
- Research and determine cause of problem and effect of resolution
- Effectively educate callers on available web tools

SAMPLE work responsibility or contributions (3)

Remember: use current tense verbs for present jobs; past tense for former jobs

CASHIER/SERVER

- Receive payment by cash, check, credit cards, vouchers or automatic debits
- Issue receipts, refunds, credits, or change due to customers
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Provide friendly greeting to customers entering establishment
- Answer customers' questions, and provide information on procedures or policies.
- Compute and record totals of transactions
- Bag, box, wrap, or gift-wrap merchandise, and prepare packages for shipment
- Sort, count, and wrap currency and coins
- Process merchandise returns and exchanges
- Stock shelves, and mark prices on shelves and items
- Monitor checkout stations to ensure that they have adequate cash and are staffed appropriately
- Offer customers carry-out service at the completion of transactions
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Maintained high standards of customer service during high-volume, fast-paced operations
- Mastered point-of-service (POS) computer system for automated order taking
- Assisted management with inventory control and stock ordering
- Built loyal clientele through friendly interactions and consistent appreciation
- Resolved complaints promptly and professionally

COOK

- Followed procedures for safe food preparation, assembly, and presentation
- Maintain sanitation, health, and safety standards in work areas.
- Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
- Verify that prepared food meets requirements for quality and quantity.
- Serve as initial contact for restaurant and promptly and accurately take customers' orders
- Ensure customer satisfaction by providing prompt service and quickly resolving customer complaints and addressing questions or comments
- Cook the exact number of items ordered by each customer, working on several different orders simultaneously.
- Measure ingredients required for specific food items being prepared.
- Pre-cook items such as bacon, in order to prepare them for later use.
- Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos, following specific methods that usually require short preparation time.
- Wash, cut, and prepare foods designated for cooking.
- Clean, stock, and restock workstations and display cases.
- Prepare dough, following recipe.
- Schedule activities and equipment use with managers, using information about daily menus to help coordinate cooking times.
- Maintain inventory and take food orders
- Notify kitchen staff of any food orders or food shortages.

OUR CDS TEAM

Director – Ms. Yvette Clayton

College of Business and Public Affairs and College of Education, Humanities and Behavioral
Sciences

(256)372-8182

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Assistant Director – Ms. Karla Miller

College of Engineering, Technology, and Physical Sciences College of Education, Humanities
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(256)372 5694

Karla.miller@aamu.edu

Event & Recruitment Specialist – Mrs. Angel Lee-Anthony College of Education, Humanities
and Behavioral Sciences

(256)372-8220

Angel.leeanthony@aamu.edu

Career Counselor/Recruiter – Mrs. Tangela Rutledge-Gale

College of Agricultural, Life, and Natural Sciences College of Education, Humanities and
Behavioral Sciences

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