

Barsha Howard-Jenkins
3625 Mary Dr. Oxford, AL 36203
(270) 779-5593 barsha.howard@wku.edu

November 17, 2008

Chris McClendon, Human Resources Manager
ACES
104 Duncan Hall
Auburn University, AL 36849-5615

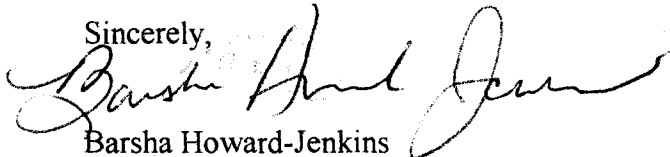
Dear Ms. McClendon:

I am a recent graduate of Western Kentucky University and hoping to find a career with the Alabama Cooperative Extension Service. I have a Bachelor of Science degree in agriculture with an emphasis in animal science. I have always been involved with livestock. I grew up on a beef cattle operation and have two horses of my own. I am new to the area and hope to get a place where I can start my own beef cattle operation.

The livestock industry is always changing with new requirements and technology, so it is very important to stay on top of things. I feel that making people aware of the different changes and offering help to those people will help our agricultural industry. By helping producers with their livestock and their management skills will help them to get the most out of their animal. I have had the opportunity to go and visit Cargill slaughtering plant and the old Smithfield slaughtering plant, as well as many different farms and feedlots with my livestock management class. Between the classes that I have taken, the experience that I have had on my grandfathers farm, and trying to stay up to date on the changes in agriculture have helped me to become a better well rounded person to help others.

I feel that I would make a great Regional Extension Agent because of my agricultural background and because of the classes that I have taken. I am a very organized, self-motivated person that loves to learn and teach and I feel that I would make a great addition to your team. I am interested in working in the St. Clair area with the job announcement number 413460. I hope to hear from you soon, so we can set up an interview.

Sincerely,



Barsha Howard-Jenkins

Enclosed: resume, transcripts, and ACES papers.

BARSHA HOWARD- JENKINS

3625 Mary Drive Oxford, Al 36203
(270) 779-5593 barsha.howard@wku.edu

OBJECTIVE

I am looking to obtain a challenging position at the Alabama Cooperative Extension Service where I can offer my great work ethic and my organizational skills. I am self-motivated, ambitious, a team player, and a fast learner.

SUMMARY OF QUALIFICATIONS

Business Disciplines- telemarketing/customer service & relations. Sales and customer service clerk.

Clerical Functions- reception (multi-line phone systems)/ message distribution, appointment setup.

Other abilities- Data entry, organized dependable, multitask oriented, fast learner.

EXPERIENCE

June 08 to Present

Animal Medical Center Anniston, AL

Veterinarian Assistant

- Assisted directly with the veterinarian, executing the procedures requested and needed to diagnose and treat animals.
- Assisted in appointments, surgeries, x-rays, monitored machines and patients in and out of surgery.
- Patient care: recording temperature, pulse and respiration, dressing wounds, applying splints and other protective devices, nail trimming, etc.
- Other task include: taking histories, providing treatment to routine problems, and giving counseling to clients.

July 04 to May 08

Greystone Pet Hospital Bowling Green, KY

Veterinarian Assistant

- Assisted directly with the veterinarian, executing the procedures requested and needed to diagnose and treat animals.
- Assisted in appointments, surgeries, x-rays, monitored machines and

patients in and out of surgery.

- Patient care: recording temperature, pulse and respiration, dressing wounds, applying splints and other protective devices, cleaning teeth, nail trimming, etc.
- Other task include: taking histories, providing treatment to routine problems, and giving counseling to clients.
- Technical skills include: venipuncture; fecal samples; performing skin scrapings; taking and processing x-rays; and performing routine lab procedures and tests.
- Familiar with Veterinarian Medicine Software DVM.

Oct 03 to Sept 04 Exam Prep

Bowling Green, KY

Customer Service

- Inbound telemarketer that assisted individuals prepare for the U.S. Postal Exam. Provided customers with appropriate materials and tools needed for the test.

Sept 00 to Oct 03 Afni

Bowling Green, KY

Customer Care Consultant

- Answered incoming telephone calls in a prompt, professional, and friendly manner while building and maintaining a rapport with client.
- Gathered information about the customer to place product/service orders or transfer the customer to the appropriate person necessary to handle their issue.
- Input data into computer utilizing various Afni and client-software packages.
- Recommended new ideas and procedures to improve efficiency and effectiveness.
- Utilized Afni and client reference information and computer software to investigate and update activity on customer account.

EDUCATION

Jan 03 to Aug 08 Western Kentucky University Bowling Green, KY

- Bachelor of Science in Agriculture with emphasis in Animal Science.

Aug 93 to May 97 Warren Central High School Bowling Green, KY

- Achieved an Academic Diploma.

References:

Karen Raabe
Office Manager at Greystone Pet Hospital
1650 Campbell Lane
Bowling Green, KY 42104
kraabe@ccol.net
(270)843-1558

Dr. Erin Tygart
Veterinarian
1324 Angelica Court
Bowling Green, KY 42104
Erinandmichael2002@yahoo.com
(270)781-6283

Dr. Todd Willian
Associate Professor of Agronomy
Department of Agriculture
Western Kentucky University
1906 College Heights Blvd. #41066
Bowling Green, KY 42101
Todd.willian@wku.edu
(270)745-5969



Applicant Data Form

The Alabama Cooperative Extension System is an equal opportunity employer and all applicants will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, disability, age or membership or non-membership in an employee organization.

PRINT OR TYPE IN BLACK INK

NAME	Last	First	Middle	Social Security #	Daytime Phone #	Type of Employment Desired (May check more than one)
	Howard - Jenkins	Barsha	Michelle	463-353497	270-779-5593	<input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time (less than 40 hours)
Present Address	Street	City		State	Zip Code	Type of Position Desired (May check more than one):
	3625 Mary Dr	Oxford		AL	36203	<input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Clerical <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Technical
Other Names Previously Used Under Which Records May Be Located	Barsha Michelle Howard			Date Available	Minimum Salary Required	
				Neg	Neg	

EDUCATION

	Name of School	Circle Year Completed	Major	Graduate Yes/No	Degree Obtained
High School	Warren Central High School	8 9 10 11 <input checked="" type="checkbox"/> GED	General	yes	Diploma (Academic)
Voc School		Fr. So. Jr. Sr.			
College	Western Kentucky University	Atas 2008	Agriculture	yes	Bachelor of Science
Grad School					
Grad School					

EMPLOYMENT HISTORY START WITH MOST RECENT, YOU MAY ATTACH AN ADDITIONAL SHEET OR RESUME IF YOU PREFER. HOWEVER, IT WILL NOT SUBSTITUTE FOR COMPLETION OF THIS SECTION

Employment Dates		Hours Per Week	Name of Organization	Organization Address	Position Held	Immediate Supervisor	Salary	Reason for Leaving
From (Mo/Yr)	To (Mo/Yr)							
06/08	present	40	Animal Medical Center	719 Quinbard Ave Oxford AL	Vet. Tech	Bonnie Diehl	10.00 hr.	went to school was a college
7/01	05/08	32-40	Greystone Pet Hospital	1650 Campbell Ln BGI KY	Vet. Tech	Karen Raabe	10.00	Moved to AL
10/03	9/04	32-40	Exam Prep	2531 Russellville Rd BGI KY	Customer Service	Kevin Poole	9.00	wanted to get into the vet field
9/00	10/03	40	Afri	2625 Scottsville Rd BGI KY	Customer Service	Kim Bauman	9.00	needed flex hours for school

BRIEFLY DESCRIBE MAJOR DUTIES OR POSITIONS PREVIOUSLY HELD AND FURTHER DETAILS OF QUALIFICATIONS:

U.S. MILITARY EXPERIENCE

Branch of Service <i>N/A</i>	Date of Service From _____ To _____	Rank
Describe Any Training Received That You Feel Is Relevant:		

OTHER INFORMATION AND SKILLS

Licenses <i>N/A</i>	Driver's License Number and State <i>8259756 AL</i>	Multi-Line Telephone <i>yes</i>	Dictaphone <i>N/A</i>
Certifications <i>N/A</i>	Typing <i>N/A</i> WPM	Word Processing Software <i>N/A</i>	Computer Programming Languages <i>N/A</i>
Other Office Equipment <i>fax machine, copy machine</i>	Shorthand <i>N/A</i> WPM	Laboratory Equipment <i>ideaX machines, microwave, x-ray equip.</i>	
Other <i>Microsoft word, excel, power point</i>			
Have you ever been convicted of a crime (felony or misdemeanor including DUI) other than routine traffic citations? <input checked="" type="radio"/> yes <input type="radio"/> no If yes, give details. (Note: a criminal record is not necessarily a bar to employment. Each applicant is considered on an individual basis): <i>DUI 3 years ago</i>			
Names of relatives employed by The Alabama Cooperative Extension System, Auburn University or Alabama A&M University: <i>None</i>			
Have you ever been discharged or forced to resign from employment? YES <input type="radio"/> NO <input checked="" type="radio"/> If yes, give name of employer(s) and reason(s):			
Have you been previously employed by The Alabama Cooperative Extension System, Auburn University or Alabama A&M University: YES <input type="radio"/> NO <input checked="" type="radio"/> If yes, list dates of employment: Title Department/unit Other name(s) under which you worked			
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? yes <input type="radio"/> no <input checked="" type="radio"/> Proof of citizenship or immigration status will be required upon employment.			

Applicant's Agreement:

I hereby state that the information given by me on this form and in any interview is certified to be true and complete. I understand that this information is subject to verification, and that if this information is later found to be untrue, incomplete or misrepresented in any way, this will be cause for rejection of my application or, if already employed, for immediate dismissal. I also understand that the Alabama Cooperative Extension System may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I understand that the Alabama Cooperative Extension System reserves the right to require me to submit to a medical examination, including a drug/alcohol test, prior to employment and at any time during employment to the extent permitted by law.

I understand that this application will be given every consideration, but it is not a promise of employment. I further understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I understand that I have the right to terminate my employment at any time, with or without notice, and the Alabama Cooperative Extension System has the same right. No one other than the Director of the Alabama Cooperative Extension System has the authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I acknowledge that I have received and understand written instructions regarding the application procedures for employment with the Alabama Cooperative Extension System

Applicant's Release

I hereby authorize any prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar's or Placement Office of all educational institutions attended to release an official copy of my transcript if requested. In addition, I authorize any law enforcement jurisdiction to release any information requested regarding my background to the Alabama Cooperative Extension System.

Selective Service Certification:

I certify that I comply with the provisions of the United States Military Selective Service Act (50 U.S.C. app. 453) by having registered with the Selective Service Board or that I am not required by law to register.

APPLICANT SIGNATURE

Barbara Howard Jones

DATE

11/19/08

Related Professional Experience

Name Banisha Howard Jenkins

Important: See instructions on reverse side before completing this form.

Begin with the most recent work experience. Do not include academic work experience with the Alabama Cooperative Extension System.

Employer Name & Address	Position	Major Duties	Dates (From M/D/Y — To M/D/Y)	Months Employed
Total Months				
Total Years				

I certify that the above information is correct to the best of my knowledge.

Signature Banisha Howard Jenkins

Date 11/19/08

Do not write below this line.

Approved by:

Extension Associate Director, Human Resources _____ Date _____

WESTERN KENTUCKY UNIVERSITY

Record of: Barsha Michelle Howard
 Issued To: Barsha Howard
 3625 Mary Dr
 Oxford, AL 36203

SSN: ***-**-3497 WKU ID: 800091982

Date Issued: 22-OCT-2008

Page: 1

Course Level: Undergraduate

Program of Study

Major : Agriculture

Comments:

GRADE POINT AVERAGE REFLECTS ACADEMIC RENEWAL.
 VOIDED COURSEWORK IS FROM WKU, THE FALL 1997 -
 FALL 1998 TERMS.

** Degree Awarded ** Bachelor of Science 31-AUG-2008

Major : Agriculture

Degree GPA:

2.82

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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INSTITUTION CREDIT:

Fall 1997

ANSC 240	LIVESTOCK MANAGEMENT	2.00 C/E	0.00
ANSC 241	LIVESTOCK MANAGEMENT LAB	1.00 A/E	0.00
HIST 119	WESTERN CIV TO 1648	3.00 D/E	0.00
THEA 151	THEATRE APPRECIATION	3.00 B/E	0.00
Ehrs: 0.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00			

Spring 1998

CHEM 105	GEN CHEMISTRY I	3.00 F/E	0.00
CHEM 106	LAB GEN CHEMISTRY I	1.00 C/E	0.00
ENG 100	FRESHMAN ENGLISH	3.00 D/E	0.00
MATH 100	INTERMEDIATE ALGEBRA	4.00 F/E	0.00
SCOM 161	BUSINESS & PROF SPEAKING	3.00 C/E	0.00
Ehrs: 0.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00			

Fall 1998

AGRI 102	FRESHMAN SEM IN AGRI	1.00 B/E	0.00
ANSC 140	ANIMAL SCIENCE	3.00 D/E	0.00
ANSC 141	ANIMAL SCIENCE LAB	1.00 B/E	0.00
CIS 241	INTRO/COM INFO SYS	3.00 D/E	0.00
ENG 200	INTRODUCTION LITERATURE	3.00 B/E	0.00
HE 100	PERSONAL HEALTH	3.00 D/E	0.00
Ehrs: 0.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00			

Spring 1999

CHEM 105	GEN CHEMISTRY I	3.00 W	0.00
MATH 100	INTERMEDIATE ALGEBRA	4.00 W	0.00
Ehrs: 0.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00			

Spring 2003

DENG 055C	INTRO FRESHMAN ENGLISH	3.00 A	12.00
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***** CONTINUED ON NEXT COLUMN *****

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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Institution Information continued:

HIS 120C	WESTERN CIV SINCE 1648	3.00 A	12.00
MA 100C	INTERMEDIATE ALGEBRA	4.00 A	16.00
UCC 101C	FRESHMAN SEMINAR	2.00 A	8.00
Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 48.00 GPA: 4.00			

Fall 2003

DPDG 080C	COLLEGE READING STRATEGIES	3.00 A	12.00
ENGL 100C	FRESHMAN ENGLISH	3.00 B	9.00
MA 116C	COLLEGE ALGEBRA	3.00 B	9.00
PSYC 100C	PSYCHOLOGY	3.00 A	12.00
Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 42.00 GPA: 3.50			

Spring 2004

ENGL 200C	INTRO TO LITERATURE	3.00 A	12.00
MUSI 120C	MUSIC APPRECIATION	3.00 A	12.00
SPCH 161C	BUS & PROFESS SPEAKING	3.00 A	12.00
SPN 101C	ELEMENTARY SPANISH I	3.00 A	12.00
Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 48.00 GPA: 4.00			

Fall 2004

ACC 200C	ACCOUNTING-FINANCIAL	3.00 D	3.00
CSCI 145C	INTRO TO COMPUTING	3.00 B	9.00
ECO 202C	PRIN ECONOMICS-MICRO	3.00 C	6.00
HED 100C	PERSONAL HEALTH	3.00 A	12.00
Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 30.00 GPA: 2.50			

Spring 2005

AGRI 108	RURAL SOCIOLOGY	3.00 B	9.00
ANSC 140	ANIMAL SCIENCE	3.00 C	6.00
ANSC 141	ANIMAL SCIENCE LAB	1.00 A	4.00
BIOL 120	BIOLOGICAL CONCEPTS I	3.00 AU	0.00
BIOL 121	LAB BIOLOGICAL CONCEPTS	1.00 C	2.00
PHIL 201	LOVE AND FRIENDSHIP	0.00 W	0.00
Ehrs: 8.00 GPA-Hrs: 8.00 Qpts: 21.00 GPA: 2.62			

Fall 2005

AGMC 170	INTRO AGRI MECHANIZATION	2.00 B	6.00
AGMC 171	INTRO AGRI MECH LAB	1.00 B	3.00
AGRO 110	PLANT SCIENCE	3.00 C	6.00
BIOL 120	BIOL CONC CELLS METAB GENETICS	3.00 F	0.00 E
GEO 110C	WORLD REGIONAL GEOGRAPHY	3.00 A	12.00
Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 27.00 GPA: 3.00			

Spring 2006

ANSC 340	MEATS/MEAT PRODUCTS	3.00 B	9.00
ANSC 347	ANIMAL PATHOLOGY	3.00 C	6.00

***** CONTINUED ON PAGE 2 *****

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Freida K. Eggleton, Registrar

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WESTERN KENTUCKY UNIVERSITY

Name of: Barsha Michelle Howard
Level: Undergraduate

SSN: ***-**-3497 WKU ID: 800091982

Date Issued: 22-OCT-2008

Page: 2

***** TRANSCRIPT TOTALS *****				
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	138.00	134.00	390.00	2.91
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	138.00	134.00	390.00	2.91
***** END OF TRANSCRIPT *****				

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:			
CHEM 105	FUNDAMENTALS OF GENERAL CHEM	3.00 C	6.00
CHEM 106	FUNDAMENTALS OF GEN CHEM LAB	1.00 B	3.00
THEA 151	THEATRE APPRECIATION	3.00 B	9.00
Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 33.00 GPA: 2.53			

Fall 2006			
AGRI 494	CONTEMPORARY AG ISSUES	3.00 B	9.00
ANSC 232	BASIC EQUITATION	2.00 A	8.00
ANSC 338	LIVE ANIMAL EVALUATION	3.00 B	9.00
CHEM 107	FUNDAMENTALS OF ORGANIC CHEM	3.00 D	3.00
CHEM 108	FUNDAMENTALS OF ORG CHEM LAB	1.00 C	2.00
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 31.00 GPA: 2.58			

Spring 2007			
AGEC 360	AGRIC ECONOMICS	3.00 C	6.00
AGEC 366	AGRIC SALES/SERVICE	3.00 C	6.00
AGRI 291	INTERPETATION/AGRI RES	3.00 C	6.00
BIOL 120	BIOL CONC CELL METAB GENETICS	3.00 D	3.00
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 21.00 GPA: 1.75			

Fall 2007			
AGEC 361	FARM MANAGEMENT	3.00 C	6.00
AGRI 398	SEMINAR FOR ANIMAL SCI	0.00 W	0.00
AGRO 350	SOILS	3.00 C	6.00
ANSC 345	PRINCIPLES AN NUTRITION	3.00 C	6.00
ENG 300	WRITING IN THE DISCIPLINES	3.00 B	9.00
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 27.00 GPA: 2.25			

Winter 2008			
PH 165	DRUG ABUSE	3.00 B	9.00
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00			

Spring 2008			
AGRI 369	COOP IN AGRICULTURE	4.00 P	0.00
AGRI 398	SEMINAR: GENERAL	1.00 A	4.00
AGRI 398	SEMINAR FOR AGRONOMY	1.00 A	4.00
AGRO 320	CROP PHYSIOLOGY	3.00 C	6.00
ANSC 442	BEEF PRODUCTION	2.00 A	8.00
ANSC 443	BEEF PRODUCTION LAB	1.00 A	4.00
FLK 371	URBAN FOLKLORE	3.00 B	9.00
GEOG 475	GEOG OF FOOD & AGRICULTURE	3.00 B	9.00
Ehrs: 18.00 GPA-Hrs: 14.00 QPts: 44.00 GPA: 3.14			

Summer 2008			
PH 365	HUMAN SEXUALITY	3.00 B	9.00
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00			

***** CONTINUED ON NEXT COLUMN *****

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Freida K. Eggleton, Registrar

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