16250 SE 67<sup>th</sup> Place Morriston, FL 32668

April 13, 2008

To whom it may concern:

My name is Ilana Stover, and I am inquiring about the extension position that is open.

My skills in communicating with people combine with my desire to help and share needed information are ideal qualities for this job. 4-H and FFA were big influences in my life; through those organizations, I learned valuable skills in how to work with people. For nearly eight years, I have been the manager of a small family farm while also attending school full time, which has taught me time management. The farm has also taught me to lead others and to take responsibility for my actions since my decisions now could affect the farm for many years to come. I also have frequently been in a position to share my knowledge because I am happy to talk to anyone who will listen. I am currently on the board of directors for a dairy goat club in the state of Florida; my sole job is to help people with their goat questions whether it pertains to self veterinary work, management practices or new research that has been published. I also like to talk with people at the different shows that I attend or judge. These qualities and the desire to promote the livestock industry make me a strong candidate for the extension position.

Thank you for your time. If you have any questions or concerns, you can contact me by phone at 325-316-2668 or through email at doekids2002@yahoo.com.

Sincerely,

Ilana Stover

# Ilana Stover

16250 SE 67<sup>th</sup> place Morriston, FL 32668 ~ doekids2**682**@ufl.edu ~ 352.528.0949 home ~ 352.316.2668 cell

## **Objective**

To obtain a professional position where I can utilize my leadership and organizational skills, and be an asset to the company.

#### Education

### **Master of Agribusiness**

August 2008

University of Florida, Gainesville, FL

#### Bachelors in Animal Science, Dairy Science

December 2006 Minor - Ruminant Reproduction and Agricultural Marketing

#### **Relevant Coursework**

Public Policy – learned how think through tough problems and write concise policies and to complex problems

International Agribusiness Marketing – developing an international marketing plan for an agricultural product

Selling Strategically – Learned how sell effectively sell the value of a product and better communicate with people

#### Experience

#### Farm Manager and Owner, New Life Acres Family Farm

January 2000 - present

- In charge of all day to day activities, including feeding, medicating, and finance responsibilities
- Maintain up to date farm records demonstrating strong organizational skills
- Ability to work in stressful situations and make critical decisions
- Assist in labor and delivery knowing when to help and when to allow the goat to give birth naturally
- Ability to make tough decisions and noticing the potentially while culling animals and building a superior herd
- Marketing all products made on the farm and creating a market when there seems to be none
  visible

### Teachers Assistant, Selling Strategically

August 2007 – present

Fall 2006

- Exhibited problem solving skills by being in charge of grading and class advising for 70+ students
- Demonstrated the ability to work with different personality and religious types
- Organizational skills with keeping all students grades in my section and grading all their papers

# Professor of Selling Strategically Class, University of Florida

May 2007 – August 2007

- Leadership skills to teach the class and command respect from students of all ages
- Use of decision making skills on the spot, commitment and follow through on my word
- Time management with balancing personal life, classes of my own, and hand grading and the return of papers in a timely manner
- Public speaking skills were utilized and improved while having to get up and speak in front of a large group 3x a week

#### Substitute Teacher, Williston Schools

February 2007 - May 2007

- Leadership skills to teach with and with out any plans
- · Ability to maintain order and command respect from students of all school ages

#### Internship, Sunshine Grade A Dairy Goat Dairy

May 2006 - August 2006

- Managed the milking of 200 goats twice a day, dealing with goats at different stages of lactation
- · Managed all the kids (baby goats), having to stager and manage kids at all stages of growth
- Demonstrated to ability to work on my own and set my own schedule

## Internship, Drake Family Farm Grade A Goat Dairy

May 2005 - August 2005

- Utilized management skills while having to be the herd manager for 1 month
- Operated the processing room, have to make, package, and deliver products for retail sale on a daily basis
- Assist in labor and delivery knowing when to help and when to allow the goat to give birth naturally

#### Activities, Volunteer

#### Work with and support 4-H and FFA kids

Church

#### Board of Directors of Sunshine Dairy Goat Club

- Advise the members about how to raise goats and assist in any questions that they may
- Member of American Dairy Goat Association

Professional organization

Alumni Relations Chair in the Master of Agribusiness Student Organization



# **Applicant Data Form**

Your Experts for Life

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 TV	TE IN BLACK I	INK										
NAME	NME Last		First Middle		Social Security #		Daytin	Daytime Phone #		Type of Employment Desired (May check more than one)		
Stover Har	ia Marie				524-4	1-1617	352-	316-2668	🛛 Regular		Full-Time	
Present Street			City			Zip Code	p Code			Part-Time (less than 40 hours)		
Address 162	50 SE 67th pla	nce Morristion	n F1 32668				`				ed (May check more than one):	
Other Names Previously Used Under Which Records May Be Located					Date Available Minim 8/18/08 36,0		um Salary Required	☐ Administrative ☐ Clerical ☐ Professional ☐ Technical				
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College	University of Florida					An		Animal Science	Animal Science		Bachelors	
Grad School	University of Florida						Master of Ag		ibusiness	ves	Masters	
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#### U.S. MILITARY EXPERIENCE Branch of Service Date of Service Rank From To Describe Any Training Received That You Feel Is Relevant: OTHER INFORMATION AND SKILLS Licenses Driver's License Number and State Multi-Line Telephone Dictaphone 5316-413-84-630-0 Certifications Word Processing Software WPM Shorthand WPM Typing Computer Programming Languages Other Office Equipment Laboratory Equipment Have you ever been convicted of a crime (felony or misdemeanor including DUI) other than routine traffic citations? If yes, give details. (Note: a criminal record is not necessarily a bar to employment. Each applicant is considered on an individual basis): Names of relatives employed by The Alabama Cooperative Extension System, Aubum University or Alabama A&M University: Have you ever been discharged or forced to resign from employment? YES / NO 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 ✓ NO If yes, list dates of employment: 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 / no 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.

Lunderstand 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

DATE 4/21/08

## References:

## Dr. Al Wysocki

University of Florida

1161 Mc Carty A

P.O. Box 110240

Gainesville, FL 32611-0240

352-392-1826 ex. 403

wysocki@ufl.edu

## Dr. Gary Fairchild

University of Florida

1161 Mc Carty A

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Gainesville, FL 32611-0240

352-392-1826 ex. 217

gff@ufl.edu

#### Dr. Michael Fields

University of Florida

BLDG 459 125F

Gainesville, FL 32611-0240

352-392-9566

fields@ufl.edu

#### Ron Drake

1856 Drake Lane

West Jordan, UT 84084

801-255-6455

drakefamilyfarms@gmail.com

Office of the University Registrar 222 Criser Hall, Box 114000 Gainesville, FL 32611-4000

36849

DR. PAUL MASK 109D DUNCAN HALL

AUBURN UNIVERSITY AL

www.registrac.ufl.edu 352-392-1374

Do Not Release to Third Party Without Student Permission

STUDENT NAME: ILANA MARIE STOVER SOCIAL SECURITY NUMBER: 524-41-1617 UFID: 6341-1500

DATE OF BIRTH: APRIL 10, 1984

GENDER: FEMALE

BASIS OF ADMISSION: HIGH SCHOOL COLLEGE: COLLEGE OF AGRICULTURAL AND LIFE SCIENCES

www.udledn MAJOR: FOOD & RESOURCE ECONOMICS RESIDENCY STATUS: FLORIDA RESIDENT DATE PRINTED: APRIL 22, 2008 TYPE OF CREDIT: SEMESTER HOURS

COPIES REQUESTED: 01 COPY NUMBER: 01 PAGE NO.: 01

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Credit sot GPA

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	Stephen J. Pritz Jr. University Registra
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COMPARATIVE POLITICS

EARNED HRS 15.00 GRADE PTS 45.50 HRS CARRIED 14.00

CPO 2001

Office or the University Registrar 222 Criser Hall, 8ox 114000 Gainesville, FL 32611-4000

www.ufl.edu www.registrar.ufl.edu 352-392-1374

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Stephen J.

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UNIVERSITY OF FLORIDA 2007 SUMMER MAY-JUNE - 6 WEEKS

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UNIVERSITY OF FLORIDA 7AG 2007 SUMMER

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UNIVERSITY OF FLORIDA 2007 FALL

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SUM TOTAL 15.00 UF CUM GP 60.00 UF CUM HC 15.00

UF CUM GPA = 4.00

\*\*\* CURRENT COURSES \*\*\* 2008 SPRING

AEB 5516 QUANT METH AGRIBUS 3.00 AEB 6675 ANS 6452 AEB 6905 INTERNA AGRIBU MARKET 3.00 PRIN FORAGE QUAL EVAL 3.00 EAEB 6905 PROB FOR END OF TRANSCRIPT. PROB FOOD & RES ECON 1.00 H