

# Frances Appleton

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## Education

**North Dakota State University** – Fargo, ND

Anticipated graduation: May 20XX

Bachelor of Science in *Horticulture*

- Specializing in *Urban Forestry and Parks*

*Related courses:*

- Natural Resource Management Systems
- Prairie and Community Forestry
- Insect Pest Management
- Plant Pathology
- Plant Disease Management
- Arboriculture Science
- Soil Science
- Woody Landscape Plant

## Work Experience

**Holland's** – Moorhead, MN

January 20XX – Present

*Sales Associate*

- Showcase team work and leadership skills when leading a high efficiency team within a small company
- Provide strong interpersonal skills by maintaining relationships with customers and consultants resulting in 85 more large orders from new customers and 125 large orders from return customers within a year
- Maintain integrity when processing customer transactions with cash, check, and cards
- Display knowledge of plants as well as plant care skills to upkeep inventory resulting in fresher and healthier stock for sales

**The Home Depot** – Fargo, ND

May 20XX – December 20XX

*Garden Center Sales Associate*

- Demonstrated communication skills through assisting customers with locating products within the center
- Utilized knowledge of plant care techniques when making recommendations to customers based on their needs and the environment where the plant would be kept
- Strengthened a friendly and positive attitude when assisting multiple customers to ensure that all interactions were positive

## Volunteer Experience

**Legacy of the Lakes Museum** – Alexandria, MN

March 20XX – Present

*Volunteer Gardener*

- Hone gardening skills through weeding, watering, and propagating perennial plants for groomed garden beds
- Continually enhance knowledge and practice of woody and herbaceous plant landscaping through design and management of garden beds
- Apply problem solving skills through accounting for drought when watering and selecting plants creating a well-kept garden in drought

## Involvement

**NDSU Horticulture & Forestry Club** – Fargo, ND

September 20XX – Present

*Member*

- Volunteered arborist knowledge to determine what bushes and where trees should be planted on a plot
- Provide initiative and flexibility in assisting the planning process of field trips and community garden plots