

Cecil Dexter

Legal Name: Abigail Dexter

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Location-

Tehachapi, California. I am willing to commute anywhere in Southern California and have reliable transportation to do so.

Education-

Bakersfield College *since August 2022 Expected graduation with Forestry Associates of Science in Spring 2025- Focus in Fire Management*

- President of the Forestry Club
 - Planned and organized numerous students on educational trips and tours, such as to the Society of American Foresters conferences and tours of Cal Poly Humboldt and UC Berkeley.
 - Researched, planned, and organized numerous guest speakers.
 - Developed and organized local events such as wildflower seed distribution and volunteer opportunities for students.
 - Spoke at the California Society of American Foresters conference in 2023 as a representative of Bakersfield College's forestry program.
 - 2021-2023
- Inter Club Council Representative for Forestry Club
 - Attended meetings and collaborated with other student organizations.
 - 2023-Current
- Member of the Consent Club

- Researched and assisted in organizing events such as a Consent Fair, Trunk or Treat, and more.
- Researched, designed, and distributed informational flyers.
- 2021-Current
- Received Student Leadership Award 2023 for work in the Forestry Club
- Earned Student Employee Peer Ambassador Badge 2023

Certificates-

American Red Cross course:Adult First Aid/CPR/AED

Valid until 4/1/2024

Certificate ID- 00SMGIL

Personal Attributes-

- **Flexible-** Understanding of the need to remain flexible in case of last minute changes and demands.Extensive experience in fast paced jobs had made me exceedingly adaptable with last minute changes
- **Creative-** Developed the clothing swap and art magazine events during work at Bakersfield College, which became permanent events held annually.
- **Responsible-** Strong moral ethics ensure ability to undertake tasks honestly and effectively. I never leave tasks undone and I am willing to put forth the effort to get everything done that I say I will, and I have built a reputation at both of the jobs I've had.
- **Hardworking-** Full of energy and the will to get things done, and done correctly. Consistently recognized with outstanding appraisals during annual performance appraisals.
- **Independent-** Ability to complete tasks without needing to be constantly monitored, while still understanding the value of asking for help and assisting others.

Volunteer Work-

Tehachapi Audubon Society Citizen Science Project

- Tasks include surveying populations of nesting bluebirds for Cornell University, hiking to the nestboxes, inputting the data onto a sheet, and assisting in recruiting more volunteers during events.
- 2022-2023

Panorama Vista Preserve Milkweed Project

- Helped with the Forestry club and other local organizations to plant milkweed at the Panorama Vista Preserve.
- 2023

Past Employment-

Taco Bell- Full Time

- Tasks included maintaining drive through, taking customers' orders in drive through and front counter, cleaning and maintaining the cleanliness of the store, counting and verifying the cash box, and closing the store.
- Employed September 2016 through 2019.

Subway/Loves Gas Station- Full Time

- Tasks included working overnight shifts to prepare the store for the morning rush, taking customers' orders and preparing their food. Soft skills include cleaning, including handling chemicals, customer service skills, and ability to multitask to get all of the tasks done on time.
- Employed June 2018 through May 2021

United Pegasus Foundation- Full Time

- Tasks included taking care of 140+ horses, including cleaning paddocks, feeding, light medical care (giving shots, wrapping injured legs, caring for open wounds), moving bales of hay, giving tours of the ranch to prospective donors, and driving a work truck.

- Employed May 2021 through September 2021.

FIELD Recycling Center- Full Time- Supervisor

- Tasks include sorting recyclable materials and cashing out patrons with a register.
- Supervisor duties include writing a schedule, entering time sheets, managing three employees, and verifying the cash box at the beginning and end of each shift.
- Employed October 2021 through May 3 2022

Murray Farms - Temporary

- Tasks included watching children on play equipment and ensuring their safety.
- Temporarily employed May 7-8 2022

Kern County Fair- Custodian- Temporary

- Tasks include cleaning and maintaining the cleanliness of a concert arena and assisting patrons.
- Temporarily employed September 17- October 2 2022

Bakersfield College- Student Assistant- Part Time

- Specialized in LGBTQ+, Diversity Equity and Inclusion, student affairs and domestic violence awareness.
- Tasks include researching for events, light graphic design work, setting up and taking down event signage and decor, running a booth at events, driving golf carts around campus, drafting and sending emails, and making phone calls.
- Helped organize a variety of events including a clothing swap, a collaborative art magazine, an HIV/AIDs conference, prom, commencement ceremony, and more.
- Developed the concept of the art magazine and clothing swap, which became a staple event that the Office of Student Life holds annually.
- Utilized Google Suites, such as Docs, Slides, and Sheets.
- Utilized Microsoft Suites, such as Excel, Outlook, Docs, and more.
- Employed October 6 2022 and currently still employed.

Bakersfield College- Student Government Association- Student Organization Funding

Manager- Part Time

- Tasks include balancing the budget for the student organizations, reviewing grants submitted by student organizations, and assisting in applying for grants.
- Prepared educational workshops to aid students in managing and growing student organizations.
- Aided in growing the number of active student organizations on campus.
- Utilized Microsoft and Google Suites (Excel, Sheets, Powerpoint, Slides, and more).
- Developed an extensive guide to streamline changes in leadership for student organizations.
- Employed June 6th 2023 and currently still employed.