

Rachel Hankins

SKILLS

Extensive Database Experience: Familiar with running queries and extracting information from Oregon Seed Services Database

Microsoft Office Suite: Extensive use of Excel, Word and Powerpoint – both presentations and posters

Public Speaking: Comfortable with giving presentations in front of large audiences, with or without Powerpoint, and answering questions

General Computer Skills: Comfortable with both Mac and PC, iOS and Android

Organizational Skills: Accomplished at organizing various meetings and conferences; Coordinated and planned the 2012 Western AOSCA meeting in Seaside, Oregon

EDUCATION

Bachelor of Science Natural Resources with Law Enforcement
Oregon State University, Corvallis, OR
Macquarie University, Sydney, NSW, Australia
Graduated 2006

Masters of Business Administration
Oregon State University, Corvallis, OR
Expected Graduation, Spring 2018

TRAINING

ISTA Certified Sampler, OSU Seed Lab Quality Workshop, OSU Basic Drupal, OSU Core Curriculum for Managers and Supervisors, CPR/First Aid

EXPERIENCE

Oregon Seed Certification Service, Corvallis, OR 2008 - Present
Seed Certification Specialist

- Review field applications to ensure correct Seed Source documentation (breeder seed and invoices)
- Review and enter all new varieties (accepted and experimental) into the database
- Serve as Vice-chair for AOSCA Grass and Legumes committee
- Technical Supervisor for Seed Samplers, (state-wide,) including providing annual training and contributing input for written employee evaluations, assisting with verbal reviews when requested, and performing samplers' duties as needed
- Maintain website (public side), and social media coordinator
- Host guests as requested, arrange farm and field visits and provide information about the program
- Served as Committee Chair for Unmanned Aerial Systems Research and Job recruitment
- Previously job responsibilities include Central Linn County Inspector, Bentgrass program coordinator, Certified warehouse coordinator, Automatic Sampler Check program, and assisting in supervising student greenhouse workers

Oregon Department of Forestry, Tillamook, OR 2005 - 2008
Natural Resources Specialist 1, Reforestation

- Supervised inmate work crews doing various jobs, such as tube maintenance, pre-commercial thinning, and alder release; inspected their work and gave feedback to crew foremen
- Collected data from different stand units
- Used data to make recommendations for maintenance, such as chemical applications, manual removal of brush, pre-commercial thinning or alder release
- Worked as a team to administer a tree planting contract for 1.5 million tree seedlings, including supervising contract crews, and giving timely feed back to the contractor
- Developed trial areas for fertilization and other research

Forest Management Technician, Off Highway Vehicles program

- Worked with public and user groups to provide information about the campgrounds and trail systems, check users for compliance with rules
- Supervised volunteer work groups for trail maintenance, directed inmate work crews and heavy equipment operators for trail projects
- Maintained OHV trail layer in Arc View GIS, GPS and add new trails to layer as needed
- Wrote a \$65,000 grant and with the help of a team presented and was awarded the grant

Seasonal Worker, Fish Survey

- Worked with the fish monitoring program with Oregon Department of Fish and Wildlife; maintained fish traps, collected data based on species and size and inputted it into Excel
- Also completed end of fish use surveys in rugged terrain and adverse conditions
- Assisted with fire prevention activities in local grade schools and community presentations such as presentations and outreach

Intern, Recreation Unit

- Collected fees from campgrounds, made public contacts, updated information boards
- Assisted with campground maintenance and improvements such as developing temporary recycling centers for a campground and day use area
- Developed a helipad inspection sheet, collected data and GPS, created a Helipad layer for GIS system

PRESENTATIONS & RESEARCH

Feasibility of Transitioning Certified Annual Ryegrass – C. Sullivan and R. Hankins (ongoing)

DLF Company Workshop – OECD Certification, 2015

OSA Mid Winter Seminar Presentation – Basics of OECD Certification, 2013

R. Hankins and S. Elias. **“Comparison of Purity Test Results of Various Grass Species Using Automatic Sampler vs. Probe Sampling.”** *Seed Production Research* 4.13 (2012):41.

Oregon Ryegrass Growers Poster Presentations - Various topics over 7 years

Presentation to a delegation from the China Ministry of Agriculture - Topics included overview of Certification, OECD, suggestions for starting a Certification program, 2017