

**Jack E. Burton**

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**Highlights**

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- Strong leader capable of coaching and developing a team, self-starter, high degree of initiative, maintain maximum productivity, know the value of extra effort and team work
- Experience in handling large workloads while motivating staff
- Effective communication skills both written and oral
- Experienced with smart mobile devices and wide variety of computer programs
- Accurately establish priorities and adapt to changing needs

**Education**

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**Rangeland Ecology/Watershed Management, B.S. Degree – University of Wyoming; 12/2016**

Double major: **Environmental and Natural Resources**

Relevant Courses:

Principle of Rangeland Management	Rangeland Plant Identification	Management of Grazing Ungulates
Rangeland Plant Ecophysiology	Wildland Watershed Management	Animal Biology
Rangeland Management Planning	Grass Taxonomy	Economics of Range Resources
Introduction to Soil Science	Foundation Environmental Sciences	Environmental Management
Foundation GIS & Techniques	Environmental Law & Policy	Introduction to Geographic Information Systems
Rangeland Ecosystem Assessment & Monitoring	Ecological Application Wildland Management	Rangeland Vegetation Management Technology
Genesis, Morphology/Classifications of Soil		

**Work Experience**

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**Permit Engineer (Natural Resources Program Principal):**

Wyoming Department of Environmental Quality, Air Quality Division

*Jan 2018 - Present*

- Drafts and coordinates preparation of highly technical and complex air quality analyses.
- Collects data, and prepares studies, reports, permits, and summaries for a variety of projects with varying levels of complexity.
- Reviews technical documents for compliance with requirements of the State, EPA, NPS/USFS, and other agencies.
- Reviews and approves or rejects application submittals.
- Ensure that work activities meet project technical and policy requirements, state statutes, and federal regulations.
- Responds to comments from stakeholders and industry in contentious situations.
- Coordinate with other programs, agencies, or outside entities.
- Resolve and recommend resolutions of applicant and contractor disputes and claims.
- Confers with supervisor and colleagues, presenting and resolving difficult problems or questions, discussing plans and actions to be taken.
- Responsible for project documentation and maintaining electronic records for each application.
- Populate and run air quality models.
- Use GIS data for site locations and Sage Grouse.

**Natural Resource Maintenance Technician:** City of Longmont

2017-2018

- Responsible for wildlife management including mapping and monitoring.
- Rangeland restoration from weed control to reseeding.
- Communicated information to the public regularly.
- Used reports, and standards to determine designated use support for rangeland management.
- Worked closely with outside stakeholders in regards to rangeland restoration.
- Maintained records and information for the stakeholders and management.
- Insured the all projects meet there objective and schedule.

**Manager/ Tool Specialist;** Murdoch's Ranch and Home Supply

2013 - 2017

- Managed personnel, assigned work, coached and developed staff.
- Trained, developed, and mentored staff.
- Schedule and teach store trainings to all appropriate staff.
- Ensure all deadlines for the store were met from deliveries to store trainings.
- Assisted in hiring and developing a team of employees.
- Lead and motivated a team of employees.
- Motivated all employees to create a productive work environment.

**Ditch Administrator (Intern);** University of Wyoming/ Highline Ditch Company

2016

- Allocation of water for the watershed.
- Use of water law and water law schematic.
- Responsible for setting head gates and ditches to move proper amounts of water.
- Communicating information to several rancher and farmers.

**Ranch Hand;** JS Farming Services

2010 - 2014

**Equipment Operator**

- Operated and maintained John Deere/Massey Ferguson equipment, hay balers, stacker wagon, hay rakes, windrow and various sizes of brush hogs.
- Experienced operating 1-ton truck towing flatbed trailers, 2, 4 place horse trailers, ATV's/UTV's.
- Experienced with maintenance and operation of chainsaws.

**Livestock Management**

- Knowledgeable of the moisture content in the processing of baling hay.
- Responsible for gathering and staking hay.
- Establishing a feed schedules and amounts.
- Experienced in rotational grazing.
- Regularly construct, inspect and provide maintenance on ranch buildings, fences, and roads.
- Set up and moving irrigation pipes for hay fields.