**Nigel H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

Copywright by ResumeViking 2022

EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| **Farmhand** | **Broomfield, CO** |
| Standard Agriculture Holdings | *June 2011 – Present* |

*Part of a 20 member team responsible for attending to all parts of animal care, including food and water supplies, medication, and bandaging on a 1000 hectare ranch. Maintaining a barn of 15 yearlings and foaling around 22 mares during foaling season.*

* Operating heavy machinery, delivering any required products to and from locations.
* Accountable for: product harvesting, cashier duties, instructing proper product harvesting to customers, farm property maintenance, designating farm property ready for harvest.

|  |  |
| --- | --- |
| **Farmhand** | **Scottsdale, AZ** |
| Steed Estates, Scottsdale, AZ | *January 2008 – May 2011* |

*Sole function is to operate tractors, self-propelled machinery, and tractor-drawn machinery to harrow, plow, and fertilize the soil or plant, cultivate, spraying, and harvest crops.*

* Performing fieldwork from tilling the ground in the spring, bailing hay in the summer, harvesting in the fall.
* Proficient at following instructions, endurance, hard-working, continuous skills improvement.
* Driving wheat trucks if a relief truck driver was required during harvest.
* Built fencing when required and maintaining the animal shelters on the property.

|  |  |
| --- | --- |
| **Secretary/Administrative Assistant** | **Butte, MT** |
| Raymond Pool Systems | *July 2005 – November 2007* |

Scheduled and coordinated appointments and events for supervisors. Entered client information and financial data into computer system.

*Major Accomplishment*

* Implemented a off-the-shelve CRM system, saving the company $45,000 in the first year of use.

EDUCATION HISTORY

|  |  |
| --- | --- |
| **Diploma in Equipment Maintenance**,  Broomfield Business College | **Broomfield, MT**  *2000 – 2002* |
| **Associate of Science in Ranch Management**,  Agricultural School of Arizona | **Scottsdale, AZ**  *1996 – 2000* |