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# Libbie Seaton

Field Coordinator

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## Details

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1234 Silver Lane, Las Vegas, NV 89101

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## Profile

Dedicated Field Coordinator with 2 years of experience in managing and overseeing field projects, ensuring efficient resource allocation, and maintaining strong communication between team members and stakeholders. Proficient in project planning, problem-solving, and implementing process improvements to optimize productivity. Committed to fostering a collaborative environment to achieve project objectives and deliver exceptional results.

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## Employment History

### Field Coordinator at Nevada Conservation Corps, NV

Mar 2023 - Present

- Successfully managed a team of 20 crew members in completing over 50 ecological restoration projects across Nevada, resulting in a 30% improvement in the overall health of natural habitats.
- Developed and implemented a comprehensive training program for new recruits, leading to a 50% reduction in onboarding time and a 25% increase in crew productivity within the first three months.
- Secured \$500,000 in grant funding for the Nevada Conservation Corps, allowing for the expansion of operations and the addition of 10 new full-time positions, increasing the organization's capacity to protect and restore Nevada's natural resources.

### Assistant Field Coordinator at The Great Basin Institute, NV

Aug 2021 - Feb 2023

- Successfully managed a team of 30 field technicians to complete ecological monitoring projects across 50,000 acres in the Great Basin region, resulting in a 20% increase in project efficiency compared to the previous year.
- Developed and implemented a comprehensive training program for new hires, reducing onboarding time by 50% and increasing overall staff competency by 30%.
- Coordinated and executed a large-scale restoration project involving the planting of 10,000 native plants and the removal of invasive species across 5,000 acres, leading to a significant improvement in ecosystem health and biodiversity.
- Secured over \$200,000 in grant funding for research and conservation projects in the Great Basin region, contributing to the expansion of the organization's work and increased visibility within the environmental community.

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## Education

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### Bachelor of Arts in Business Administration and Management at University of Nevada, Las Vegas

Aug 2016 - May 2021