

ANNA NELSON

PROFESSIONAL SUMMARY

Hardworking employee with extensive knowledge of communications and excellent writing skills. Proven history of working tirelessly to meet the needs in a challenging environment. Approachable and reliable with unparalleled work ethic. Organized, dependable and successful at managing multiple priorities. Willingness to take on added responsibilities to meet team goals.

- SKILLS
- Customer Service

• Content Writing and Editing

• Eagerness to Learn

• Community Engagement

• Microsoft Office

• Problem Solving

- WORK EXPERIENCE
- PUBLIC OUTREACH INTERN- Cache County Extension, Logan, UT

07/2025 to Current

• Assist with teaching and hosting public workshops.

• Fill in as the front desk receptionist as needed, handling walk-ins, answering phones, and directing inquiries.

• Maintain and care for Bridger Community Garden.
- SUBSTITUTE TEACHER-Kelly Services, Cache County and Logan City School Districts, UT

11/2024 to Current

• Communicate with students from many demographics to ensure appropriate learning conditions.

• Manage a classroom with 20-40 students, build relationships with students, while managing behaviors.

• Plan lessons and activities to get students engaged and involved, such as Classroom Feud.
- POLICY INTERN-Idaho Farm Bureau Federation, Boise, ID

05/2024 to 09/2024

• Attended and helped lead community Farm Bureau events in Idaho counties, giving information to the public and helping navigate questions from members.

• Called various Idaho Farm Bureau members on the phone and surveyed them on current Idaho Farm Bureau issues.

• Performed electronic recordkeeping of community survey results.

• Wrote policy report analyzing recommendations from the public.
- GOLF COURSE GROUNDSKEEPER-Sun Valley Golf Course, Sun Valley, ID

05/2023 to 08/2023

• Maintained courteous relationships with guests and answered their questions.

• Worked with fellow employees and navigated language barriers to get tasks done.

• Assisted in the planning and execution of golf course renovation projects.
- RETAIL SALES CLOTHING TEAM LEAD-Al's Sporting Goods, Logan, UT

08/2020 to 05/2023

• Enhanced sales with suggestions of related products based on purchases and stated needs.

• Greeted customers with a friendly and welcoming attitude and addressed and resolved customer issues.

• Completed a long to-do list in a short amount of time while helping customers.

• Trained new team members by relaying information on company procedures and safety requirements.
- RESEARCH ASSISTANT-Utah State University, Lewiston, UT

05/2020 to 08/2020

• Meticulously collected and analyzed grass samples from various sources.

• Organized research materials, maintaining a well-ordered workspace conducive to productivity.

• Monitored project timelines, ensuring timely completion of tasks while maintaining high-quality output.

- EDUCATION
- Utah State University, Logan, UT 05/2024

• Major: Agricultural Communications (BS), Journalism and Communication (BS)

• Minor: Agribusiness