

ANNA NELSON

PROFESSIONAL SUMMARY Hardworking employee with extensive knowledge of communications and excellent writing skills. Proven history of working hard 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
- Web Design
- Content Writing and Editing
- Microsoft Office
- Eagerness to Learn
- Problem-Solving

WORK EXPERIENCE

COMMUNITY ENGAGEMENT SPECIALIST- Stokes Nature Center, Logan, UT 08/2025 to Current

- Manage, coordinate, and onboard all volunteers.
- Ensure community events are covered and attended.
- Cultivate positive relationships with the community and partner organizations.

PUBLIC OUTREACH INTERN/STAFF ASSISTANT- USU Cache County Extension, Logan, UT 06/2025 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 07/2025

- 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.

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- AI'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.
- 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.

WEED/ABATEMENT SPECIALIST- Franklin County Weed Department, Preston, Idaho 06/2018 to 08/2019

- Improved satisfactory conditions through proactive problem-solving and efficient complaint resolution.
- Followed all company policies and procedures to deliver quality work.

EDUCATION

Utah State University, Logan, UT 05/2024

- Major: Agricultural Communications (BS), Journalism and Communication (BS)
- Minor: Agribusiness