

COURTNEY MITCHELL

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Skills Summary

Strong written communication, quick learner, detail oriented, organized, problem solver.

Microsoft Office and web-based computer program skills.

Education

New Mexico EDGE classes, December 2016-Present

New Mexico State University

Master of Arts, Agricultural Extension Education, December 2014

New Mexico State University

Bachelor of Arts, Communication Studies, August 2012

New Mexico State University

Experience

County of Harding, January 2017-Present

Chief Deputy Clerk

- Maintain public recordings
- Conduct elections
- Organize, train and support poll workers
- Develop poll worker trainings and manual
- Grant writing
- Minute keeping

County of Harding, December 2015-December 2016

Deputy Clerk

- Create electronic versions of old recordings
- Index old recordings
- Assist with conducting elections

New Mexico State University, August 2013-December 2014

Graduate Teaching Assistant

- Teach leadership communication classes
- Lead publication of student newsletter
- Develop agricultural communication class

Community Involvement

Pinon CowBelles 2008-Present

Vice President- 2017

President- 2018

Harding County Mainstreet March 2016-August 2018

Secretary- 2018

Roy Women's Club- 2016-Present