

ERIKA NELSON



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SKILLS

- Microsoft Office Suite
- HTML and CSS
- WordPress
- Grant writing
- Copy editing
- Writing blog posts and Internet content
- Social media
- Graphic design software (Adobe InDesign, Canva)
- iMovie
- Research
- Data entry
- Event planning
- Customer service

RECENT PROJECT

Grant proposal for shelter cats

| June 2020-Aug. 2020

Collaborated with other students at Portland State to write a grant proposal for Furry Friends, a cat shelter in Vancouver, WA.

EDUCATION

Bachelor of Science | English

Portland State University | Sept. 2019-Dec. 2022

- Wrote for student blog

Associate of Arts

Rogue Community College | Sept. 2017-June 2019

- Alpha Zeta Pi
- Honor Roll

EXPERIENCE

Student Blogger

*Inside Portland State** | Dec. 2019-Sept. 2021

- Contributed regular blog posts on the student experience
- Collaborated with fellow bloggers and editors
- Worked on a deadline

*formerly called *The PSU Chronicles*

Student Office Assistant

Maseeh College of Engineering and Computer

Science | Sept. 2019-Jan. 2020

- Data entry
- Made department purchases
- Organized mechanical engineering library
- Designed and assembled packets and promotional materials using Adobe InDesign

CERTIFICATIONS

- OLCC Alcohol Server Permit
- Oregon Drivers License (class C)