

Anna Anderson

(716) 604-8823

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annaandy.com

EXPERIENCE

NYS Assembly / Administrative Aide

OCTOBER 2015 - AUGUST 2017, BUFFALO, NY

- Supervised Intern staff, providing daily tasks, and instructing.
- Organized Volunteer events.
- Canvassed and collected complaints across WNY, a part in passing new legislation.
- Responsible for managing Constituent Relationship Management database, NYS Assembly webpage, email and document recording.
- Developed and designed campaign website.

SUNY Geneseo Political Science / Office Assistant

AUGUST 2016 - MAY 2017, GENESEO, NY

- Managed Political Science Office, providing assistance to professors and administration.
- Organized office and improved efficiency.
- Responsible for updating recent news and upcoming events, organizing, and documentation.

Erie County Water Authority / General Laborer (Seasonal)

MAY 2018 - AUGUST 2018, BUFFALO, NY

- Maintained infrastructure across Erie County.
- Interacted with customers and concerned residents daily.

Wegmans Food Markets, Inc. / Customer Service

OCTOBER 2018 - MAY 2019, GENESEO, NY

- Interacted directly with customers to prepare meals, and provide assistance throughout the store.
- Responsible for packaging and preparing meals daily.
- Maintained and organized the workplace, conducted inventory for daily sales.

EDUCATION

Mount Mercy Academy / NYS Advanced Regents Diploma

SEPTEMBER 2012 - MAY 2016, BUFFALO, NY

SUNY Geneseo / Bachelor of Arts Political Science

AUGUST 2016 - MAY 2019, GENESEO, NY

Massachusetts Institute of Technology / Full Stack Development (x PRO)

FEBRUARY 2021 - JANUARY 2022

SKILLS

Web Development & Design

Database Management

Research & Development

MERN Stack

Microsoft Suite

Adobe Photoshop

ACTIVITIES

Alpha Phi Omega

A national co-ed service fraternity, focused on community service, and leadership development.

Pi Sigma Alpha

National Political Science Honor Society.

Political Realm

Published Paper selected by the Political Science Department & Honor Society.

Phi Alpha Delta

Law Fraternity, focused on Integrity, Courage, Service, Compassion, Innovation, Diversity, and Professionalism.