

This poster presents my internship experience as an Administrative Assistant at Gluten Free Harvest (GFO, Inc.), a certified gluten-free oat manufacturing company based in Powell, Wyoming. As a student pursuing an Associate of Science in both Business Administration and Accounting at Northwest College, this internship allowed me to apply classroom knowledge in a real professional setting. My responsibilities included processing customer orders through Fishbowl and BigCommerce, managing correspondence, assisting with wholesale shipments, and conducting market research. As special projects, I authored multiple job descriptions for the company's HR documentation and compiled prospective buyer lists for two international trade expos - Expo West 2026 and Foodex Japan. This experience strengthened my communication, data management, and organizational skills while giving me a firsthand look at how a specialty food manufacturer operates from the warehouse to the global marketplace.