



DIXIE EVERETT

(480) 620-0268 DIXIEEVERETT@GMAIL.COM DIXIEDIRT.NET PROVO, UT 84604

OVERVIEW

Hands-on retail and operations professional with experience in farm-based food systems, event coordinations, inventory management, and community focused hospitality. Background includes managing farmers markets, supporting regenerative farm operations, coordinating events, and leading volunteers and staff. Known for adaptability, strong organization, and a willingness to step in wherever needed with hard work and effort. Seeking a full time role with Ballerina Farm that supports retail operations, events, and guest experience within a values driven agricultural environment .

CORE COMPETENCIES

Market & Inventory Management, Customer Service & Sales, Team Leadership & Training, Regenerative Agriculture Practices, Community Engagement & Networking, Organizational Systems & Efficiency, Vendor-Relations, Scheduling, Agriculture Education, Problem Solving, Adaptability.

EXPERIENCE

Garden Hand, Beekeeper & Market Manager

Sep 2023 - Jun 2025 | Rhibafarms/Rogue Rhino Gardens - San Tan Valley, AZ

- Organized and coordinated recurring farm-based retail events, overseeing vendor, inventory setup, sales tracking, and guest flow, and on-site execution.
- Maintained daily operations on 3.5 acres of regenerative farmland, managing crop production, soil and compost piles, livestock care (chickens, sheep, ducks, turkeys, cats, dogs, bees), seeding, pruning, weeding, and beehive maintenance
- Built strong community network through educational interactions, hosting / teaching children's and adult beekeeping classes, informing community members of small scale agricultural processes and mentoring new growers in sustainable practices
- Managed harvest schedules, supported retail operations through product prep , pricing, and maintained quality control of staff and volunteers.
- Conducted weekly produce preparations including planting, pricing, sorting , cleaning, and delivery. As well as prepped 150 Farm Boxes weekly for local food banks.
- Formed and conducted Bee classes for garden members; based off of garden research and honeybee swarm interactions, built up an active pollinator population and increased yield of honey harvest to crop yield. Formed a bee curriculum.
- Seasonal shift, changing task and direction per weather and climate, animal processing/harvest at peak season (chicken, duck, turkey), wool shearing.
- Formed and executed advertising for monthly specialty classes for garden and community members. Conducted events



Assistant Wedding Coordinator & Greenhouse Associate

Apr 2022 - Oct 2022 | Shade Home and Garden/Glasshouse Venues - Orem, UT

- Coordinated event logistics including equipment, supplies, and staff allocation; monitored timelines to ensure smooth execution
- Maintained detailed records of labor, materials, and service expenses for budget tracking and client billing
- Consulted with clients on venue options, catering, entertainment, and decorations; managed greenhouse plant care and courtyard aesthetics
- Oversaw day of event coordinations, assisted with any needs of guest party and staff to ensure a smooth event.

Landscape & Pool Design, Sales Associate

Jun 2025 - Sep 2025 | Element Pools & Spas - Temecula, CA

- Supported lead designer and project manager on residential landscape and pool design projects, assisted with planning, documentation, and workflow coordination.
- Assisted with project management with project management across multiple construction sites, including coordination with city staff, permitting processes, and compliance requirements.

- Tracked sales progress, customer outreach, and project data using excel and internal workspace tools.
- Supported customer communication, follow-ups, and feedback collection through the sales and design processes.

Nanny & Personal Assistant

Aug 2025 - Jan 2026 | Karli & Joe Ford - Temecula, CA

- Managed scheduling, logistics, and household operations while assisting family run businesses.
- Coordinated errands, packing, moving logistics, and daily operational needs as well as day to day task and surprises.
- Provided nurturing and attentive care and supervision for five children, demonstrated adaptability, responsibility, calm problem solving in a fast paced environment.

Farm Crew Member

Aug 2023 - Oct 2023 | Steadfast Farm - Mesa, AZ

- Executed daily farm operations including seeding, transplanting, harvesting, and packaging produce to meet production schedules.
- Maintained greenhouse systems and soil health protocols; contributed to efficient workflow and quality output

Online Sales Representative

Mar 2022 - Sep 2023 | Frontline - Orem, UT

- Negotiated pricing and finalized sales contracts, developing customer expansion strategies
- Maintained up-to-date product knowledge to effectively answer customer questions and close sales.

Front Desk Receptionist, Billing & Referral Coordinator

Sep 2020 - Mar 2022 | Family First Physicians – Mesa, AZ

- Managed high-volume phone calls and front desk operations such as scheduling in busy medical office environment (Two MD, one DO, 5 PA, one NP all fully booked)
- Coordinated physician referrals by urgency and specialty, ensuring compliance with established timelines and patient care standards and insurance policies
- Processed billing, tracked unpaid invoices, updated receivables, and resolved payment discrepancies
- Resolved guest and staff issues using strong organizational and conflict management skills

Customer Service, Cashier Roles, Waitress & Line Cook

Source (Gilbert, AZ) 2024 | Organic Roots (Temecula, CA) 2023 | Pirates Fish & Chips (Mesa, AZ) 2020 | Sweet Tooth Fairy (Gilbert, AZ) 2018-2020

- Processed transactions, managed cash registers, and provided prompt, friendly customer service
- Assisted with food preparation, packaging, and maintaining clean, organized work environments
- Provided knowledgeable customer service for organic and specialty products, offering guidance on product selection and health benefits
- Assisted with inventory management, store presentation, and cross-departmental support to maintain smooth operations

DixieDirt – Independent Ecological Design Project

Ongoing

- Personal project promoting pollinator support, native plants, soil restoration, and regenerative landscape practices in local community spaces, businesses, private and public land owners
- Integrates beekeeping education, soil health advocacy, and ecological design to inspire community awareness and pollinator conservation, research, and education
- Website design and build through Cargo.site
- Passion project



EDUCATION

High School Diploma

Mountain View High School / Penn Foster High School - Mesa, AZ (2021)

ADDITIONAL INTERESTS

Beekeeping , Native Landscaping & Garden Design , Soil Restoration , Regenerative Gardening , Community Involvement, Ecological Education, Biology, Sustainable Living, Writing, Interior Design, Dirt, Wood Working, Cooking, Animals, Photography, Music, Reading, Working with my Hands, Learning, Study, Exploring, Quality foods, Sourcing, Fibers, Psychology, Bugs.

CERTIFICATIONS

Arizona Beekeeper Certification - Northern Arizona University, Non-profit 2024

Forklift Certification

Swine 4-H Certification.