HANNAH MCDONALD

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EDUCATION

University of Denver, Daniels College of Business   Denver, CO
Bachelor of Science Business Administration – Business Information and Analytics   Expected Graduation: June 2022

- GPA: 4.00 – Dean's List and Hornbeck Scholar List

PROFESSIONAL EXPERIENCE

University of Denver   Denver, CO
Microsoft Office Certification Program Teaching Assistant Coordinator   June 2020 – Present

- Manage day-to-day operations and serve as primary point of contact for TAs and students, communicating weekly
- Develop lab materials and coordinate teaching by hiring, mentoring, training, supporting 18 TAs for 500 students
- Automate business process to minimize repetitive work and maximize time to support TAs and students
- Enhance managerial decision-making and program growth by analyzing and reporting student and staff performance

Microsoft Office Certification Program Teaching Assistant and Proctor   September 2019 – Present

- Teach classes of 30-80 students the most recent Microsoft programs, in preparation for certification exams
- Understand user problems to deliver optimal solutions and explain the how and why behind those solutions
- Develop student relationships to serve as a peer point-of-contact in Daniels now and in the future

Daniels Ambassador Team Member   September 2019 – March 2022

- Ensured an optimal student-University match across academic, social, cultural, and graduate outcomes
- Met with prospective students and families of the Daniels College of Business to share my experiences and answer questions in conversational settings of 1-10 people and panel settings with up to 40 people

Thrive Peer Health Educator   April 2019 – June 2020

- Empowered DU students to make informed choices about sexual health, alcohol and other drugs, and mental health
- Collaborated with local businesses to provide safer alcohol consumption strategies for "21st Birthday" initiative

St. Vrain Valley School District, District Technology Services   Longmont, CO
Programmer / Analyst Intern   June 2019 – August 2021

- Enabled data-driven decisions for student success by evaluating 12 request for information responses and completing two proof of concepts for data management and analytics platforms
- Proved value of data visualization tools for a variety of stakeholders using Microsoft SQL and analytics tools
- Optimized reporting and user experience by rewriting SQL query to run in 12 seconds, rather than 2.5 minutes
- Empowered early intervention for student success as the backend programmer on a student performance project

Digital Curriculum Intern   June 2018 – December 2018

- Improved educational experience with documentation of 35 programs for teachers, students, parents, support staff
- Conducted application testing and resolved help tickets, through investigation, troubleshooting, and data work

ADDITIONAL EXPERIENCE

Human Leadership Program   Kristen Hadeed
Participant   August 2021

Wellness Living and Learning Community   University of Denver
Member   September 2018 – June 2019

SKILLS

Certifications: Microsoft Expert Access and Excel 2019; Microsoft Associate Word, PowerPoint, and Outlook 2019
Technologies and Tools: SQL, Visual Basic, Microsoft SQL Server Management Studio, Visual Studio, Tableau, Trello