

## HANNAH McDONALD

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### EDUCATION

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**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

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**Consulting Projects** Longmont, CO  
*For High Plains Bank* March 2020 – Present  
• Design and build templates, documents, and spreadsheets to meet brand guidelines and optimize user 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 – Present  
• Ensure an optimal student-University match across academic, social, cultural, and graduate outcomes  
• Meet 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

*Resident Hall Front Desk Assistant* August 2018 – June 2019  
• Created a supportive and positive student environment, prioritized safety, answered questions, problem-solved issues, and collaborated on process reengineering to meet the needs of 600 first-year college students

**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

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*Human Leadership Program Attendee* Kristen Hadeed  
August 2021  
*Wellness Living and Learning Community Member* University of Denver  
September 2018 – June 2019

### SKILLS

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**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