

Kayleigh Hanna(she/her)

Austin, Texas

kayleighchanna@gmail.com

(512)944-8716

Taxonomy Analyst

EDUCATION

Bachelor of Arts in Communication (minor: French)

Southwestern University

- GPA: 3.8

May 2019

Georgetown, Texas

Fullstack Flex Coding Bootcamp

University of Texas at Austin

Present

Austin, Texas

OBJECTIVE

Obtain a role as a Taxonomy Analyst on a team dedicated to the successful achievement of production goals as well as the professional growth of each team member.

SKILLS

Formal Antiracist Training, Formal Antisexist Training, Formal Neurodiversity Training. Productivity: Google Suite, Microsoft Office 365. Foreign Language: French (intermediate). PC and Mac user. Developing SPARQL and SQL skills through study and projects.

EXPERIENCE

Indexer – Records Management

August 2019 – Present

Texas Teacher Retirement System (TRS)

Austin, Texas

- Retrieves and logs batches to be indexed.
- Reviews documents and determines the appropriate indexing codes.
- Researches various TRS automated systems to verify member information.
- Enters appropriate documents and member information into the imaging system.
- August-November 2020: Lead team discussions of Dr. Ibram X. Kendi's book "How to Be an Antiracist".
- August 2020: Designed departmental employee recognition program.
- April 2020: Began departmental training material redesign and update.
- March 2020 - August 2020: Served as department Records Liaison during Annual Purge.
- January 2020: Completed Power User training on TRS Fusion.
- December 2019: Conducted department-wide focus group. Compiled data and submitted a report to the Project Management team for review.
- December 2019: Completed Microsoft Excel Training with New Horizons at TRS.
- November 2019 - November 2020: Served as department Resources Coordinator.
- August 2019: Edited internal training document to assist future new hires.

Library Assistant – Periodicals

June 2017 – August 2019

A. Frank Smith Jr. Library Center

Georgetown, Texas

- Analyzed and evaluated current records of periodicals.
- Implemented management policies, procedures and processes for periodicals retention.
- Assisted in evaluating user metrics of online periodicals databases.
- Implemented and maintained library periodicals records retention program.
- Monitored periodicals retention activities and recommended changes to conform with student use, relevance, and departmental interest.
- Coordinated preparation of bound periodicals with Assistant Resource Librarian and Periodicals Assistant.
- Analyzed binding documentation for completeness and correctness.
- Coordinated with bindery vendors on order; making note of necessary revisions to bound periodicals.
- Trained and advised Student Library Assistants on proper microfilm splicing procedure.

Business Operations Intern

June 2018 – August 2018

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ScaleFactor, Inc.

Austin Texas

- Developed, prepared, and delivered oral and written reports and presentations regarding business operations, activities, and community achievements/ events.
- Provided documentation of all operations processes and programs being implemented by BizOps team.
- Researched and recommended alternative vendors for meeting company needs based on budgetary and space restrictions.
- Developed risk management procedures for various scenarios based on PR and Risk Management Communication Theories.

Podcast and Editorial Intern – Academic Internship

September 2018 – November 2018

Texas Monthly

Austin, Texas

- Curated content for Texas midterm 2018 election update and daily newsletter.
- Edited and proofed content for the Editorial Department.
- Assisted in the editing and recording process for podcasts.
- Assisted in equipment set-up for video and podcast production.
- Assisted with photography, videography, and podcast production.

Student Panelist – National Communication Association Conference

November 2017

Southwestern University

Austin Texas

- Represented Southwestern University as an Undergraduate Research Panelist at the National Communication Association Conference of 2018.
- Conducted post-mortem analysis of performance in public speaking with peers.

Resident Assistant

August 2017 – May 2018

Southwestern University

Georgetown, Texas

- Planned engaging community events.
- Effectively communicated with professional staff and residents.

Chair – Transfer and Nontraditional Student Society

August 2017 – May 2018

Southwestern University

Georgetown, Texas

- Developed and communicated TNSS semester plans and goals with TNSS leadership and Transfer community.
- Coordinated new transfer student orientation week with Transfer Admissions Office; highlighting University resources and personnel.
- Provided preliminary support for navigating SU Intranet site to new transfer students.

HONORS/ACTIVITIES

Magna Cum Laude

Dean's List, 6 Semesters

Communication Studies Honor Society – Lambda Pi Eta

French Honor Society – Pi Delta Phi

Student Leadership Honor Society – Omicron Delta Kappa

National Communication Association Convention Student Panelist, 2017

Recipient of the Laura Kuykendall Communication Studies Student of the Year Award 2018-2019