***Hannah Jacober***

Tigard, OR. 97224 (971) 227-8249 hsjacober@gmail.com

**Education**

University of Oregon - 3.35 GPA

English Major, Communication Studies Minor

**Employment History**

Timbercon- Tualatin OR *Receptionist*  Temp.- 2013 – Current

Greet and check-in visitors according to ITAR regulations, order and manage office supply stock, answer and direct all incoming calls to appropriate person, maintain conference room schedules, enter data correctly using MAS5000 software, assist AP/AR with invoices and PO entry and other general tasks.

Shop Adorn- Portland OR *Public Relations & Social Media Intern* 2012 – 2013

Manage various social media outlets in an appropriate voice, post SEO keyword heavy entries on store’s blog at least three times a week, write newsletters/create ad banners for store affiliates monthly, build partnerships with various bloggers to get products and store name out there, update website product descriptions, aide with basic office duties & errands, etc.

Clark College- Vancouver WA *Sports Information Director* 2012 - 2013

Responsible for attending and keeping stats at all home games, writing all post-game recaps on the Clark College Athletic website in a timely fashion, assisting in managing social media outlets, reporting final scores to local newspapers.

Oregon Student Access Commission- Eugene OR *Clerical Assistant* 2009 - 2011

Enter ample amounts of data in a timely fashion, file, scan, copy and organize important documents, handle highly confidential information with care and discretion, perform other general office duties.

**Activities**

Delta Delta Delta Sorority *Founding Member (Theta Delta Chapter)* 2009

* Attended weekly meetings in which democratic practices were executed; participated in community service/philanthropy activities; lived and worked within diverse environment.

*New Member Educator*  2010 – 2011

* Acted as the Chapter’s first New Member Educator. Responsible for training and educating a Spring 2010 pledge class of 30 women and Fall 2010 pledge class of 50 women on Tri Delta; Served as liaison between active and new members; acted as chapter representative at National conference in 2010; in charge of training subsequent NME.

*Standards Committee Member*  2010 - 2011

* Served on Chapter’s first Standards Committee, which was responsible for dealing with highly confidential personal, financial information, and upholding policies and bylaws of chapter and Nationals.

**Computer Skills**

Proficient in Microsoft Word, Excel, Power Point. Experience with both MAC and PC (including Windows 8). Skilled with social media such as Facebook, Twitter, and blogging. Experience with WordPress, MAS5000, SharePoint and Outlook. 55 WPM