

HANNAH REED

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EDUCATION

Bentley University, Waltham, MA

Expected Graduation: May 2016

Bachelor of Science, Information Design and Corporate Communication with a focus in User Experience

Minors: Marketing • Computer Information Systems

Honors: President's Scholarship for Women • President's List • Dean's List

GPA: **3.52**

Semester at Sea, Fall Voyage 2014, Academically Sponsored by The University of Virginia

England • Russia • Poland • Germany • Belgium • France • Ireland • Portugal • Spain • Morocco • Italy • Brazil • Barbados • Cuba

Collegiate Coursework: Web Design II • Writing & Design for Multimedia • Fundamentals of Content Development • Global Media • Intercultural Communication • Public Relations and Information Technology • Consumer Behavior • International Marketing • Marketing – Operations Fundamentals • Marketing of Services

Our Lady of Mercy High School, Rochester, NY

Graduation: June 2012

Honors: National Honor Society • Scholarship Roll • New York State Assembly Certificate of Merit

College Credits: 5 AP courses • Attended two classes at Monroe Community College (Personal Finance, Calculus I)

PROFESSIONAL EXPERIENCE

MS Cure Fund, *Marketing & Communications Coordinator*

Boston, MA • August 2013 – Present

- Marketing – Created written documents for events and reached out to doctors, pharmaceutical representatives, and multiple sclerosis related support groups to generate interest about upcoming events through both phone calls and emails.
- Event coordination – coordination of event logistics including hotel rooms, event space, AV, etc.; purchased event supplies; staffed events such as health fairs, patient education dinners, and doctor dinners
- Office and database management – experience with Constant Contact, organized paperwork and contracts, coordinated mailings, managed office calendar
- Graphic design – design of marketing materials including fliers, postcards, e-blasts

Shapiro, DiCaro, & Barak, LLC, *Foreclosure Assistant, Scan and Purge Division*

Rochester, NY • June 2013 – April 2014

- Breaking down case files, scanning, and uploading them into the firm's database
- Processing approximately 6,000 plus pages a day
- Taking on other specially assigned projects
- Experience using Content Management System (CMS)

Bounce-it-Out, *Play Referee and Party Hostess*

Rochester, NY • April 2012 – June 2013

- Hosted up to six parties a week for up to thirty children at a time
 - Adapted to many different personalities, and dealt with language barriers at times
 - Balanced enforcing play rules with authority and friendliness
 - Welcomed customers and guests and aid in filling out and understanding paper work
 - Trained new employees in refereeing the play floor and hosting parties
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ACTIVITIES AND LEADERSHIP

- President of an interest group attempting to bring a new sorority to Bentley University
- Attended seminars at the Hamburg School of Media in Germany about technology forecasting and locally produced media
- Bentley Marketing Association
- Women's Club of Rochester Grant Making Committee
- YMCA New York State Youth and Government (Presiding Officer: Editor-in-Chief, Youth Advocacy Council Member)
- Our Lady of Mercy High School Class Secretary/Treasurer

SPECIAL SKILLS

Microsoft Office Suite • Adobe Photoshop • Basic HTML, CSS, and Java • WordPress • SAP • SPSS • Constant Contact • Mac & PC
Strong knowledge of grammar & punctuation
Basic Spanish