

HANNAH WOLFE

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EDUCATION

Leonardtown High School, Leonardtown, MD
High School Diploma

Graduated May 2018

Muhlenberg College, Allentown, PA
Bachelor of Science, Major in Business Administration
• **Concentration in Marketing**
Bachelor of Arts, Media and Communications

Expected Graduation May 2022

- **Current Cumulative GPA: 3.415**

SKILLS

Computer Skills:

- Experience using many Adobe programs such as Photoshop, InDesign, Illustrator
- Ability to draft flyers, posters, logos, T-shirt designs, cover art, etc.
- Worked with HTML programs such as Rstudio for statistical analysis
- Proficient using Microsoft Excel

WORK EXPERIENCE

Breton Bay Country Club, Leonardtown, MD
Lifeguard

June 2017 – August 2018 (seasonal)

- CPR Certified through American Red Cross
- In charge of the safety and health of patrons at Breton Bay pool, required teamwork with others as well as ability to take charge in an emergency
- Help with selling of food and drink when not in the guard stand

Reference: Ben Peterson (General Manager of Breton Bay Pool)- Cell: (240) 298-5827

Ruddy Duck Brewery & Grill, Dowell, MD
Restaurant Hostess

May 2019 – August 2019

- Greeted customers and helped to seat them, managed cash register up front and all to-go orders
- Helped bus tables, clean around restaurant, and helped serve food when restaurant was busy
- Required skills in customer service realm, professionalism, and ability to multitask

Reference: Niccole Silver (Co-owner of restaurant)- Cell: (240) 274-0185

Air Combat Effectiveness Consulting Group, LLC, Lexington Park, MD
Administrative Assistant

June 2020- Present

- Kept track of inventory for the ACE office in Lexington Park
- Took messages for and directed phone calls to relevant staff members
- Processed and directed mail and incoming packages or deliveries

- Ensured that hard copies and digital copies of important financial documents were properly filed and organized
- Used Adobe Captivate to convert PowerPoint training modules to interactive training modules

Reference: Thomas Ganse (Company President)- Work email: thomas.ganse@acegroupllc.com
Cell: (410) 326-5117

CAMPUS INVOLVEMENT

- Varsity Lacrosse, Muhlenberg College, NCAA Division III
- Member of Alpha Phi Omega Service Fraternity
 - Executive Board Position- Vice President of Fellowship
- Member of DCF (DiscipleMakers Christian Fellowship) Club
 - Position on Leadership Team
- Freelance graphic designer on campus
 - Has made posters and logos for various clubs, students, performers, and Muhlenberg College Admissions

AWARDS & HONORS

- Earned Graphic Design Certification from Dr. James A. Forrest Career & Technology Center in 2017
- Dean's List Spring Semester 2020 at Muhlenberg College
- Dean's List Fall Semester 2020 at Muhlenberg College