**Hannah Jackson**

Dallas, TX 75232

Cell: 214-912-6079

naomi.hannah.bible@gmail.com

**Licenses**

Certified Nursing Assistant (CNA)   
Patient Care Assistant (PCA)  
CPR certified through American Heart Association

**Skill Highlights**

Organizational skills Strong work ethic  
Positivism Time management  
Adaptability Handling pressure  
Collaboration Communication skills

**Professional Experience**

Dallas ISD August 2017 to Current  
**EIF Intern (Education is Freedom)**  
Dallas, TX

Conducted small group and individual classroom activities based on differentiated learning needs.  
Organized files, developed and maintained spreadsheets using Excel functions, faxed reports and  
scanned documents.  
Received and distributed faxes and mail in a timely manner.

Live-in-Nanny June 2016 to May 2017  
**Full Time Nanny For Infant Child**  
Houston, Texas

Affectionately cared for a 6 month old infant   
Physically and verbally interacted with the infant throughout the day.  
Administered medication and minor first aid to sick and injured infant (when necessary).  
Dressed and changed diapers.  
Cleaned the house, including laundry, sweeping and mopping

Vector Marketing December 2014 to January 2016  
**Front Office Receptionist**  
Waco, Texas  
Identified the most efficient and acceptable resolutions to complex engineering problems.

Managed both inbound and outbound marketing calls to generate new business and to support partner  
and sales teams.   
Provided accurate and appropriate information in response to customer inquiries.  
Demonstrated mastery of customer service call script within specified time frames.  
Scheduled appointments

Savor March 2013 to November 2015  
**Sales Associate / Cashier**  
Waco, Texas

Completed purchases with cash, credit and debit payment methods.  
Increased purchase totals by recommending additional items.  
Organized items in visually appealing manner.  
Met incoming customers and provided immediate assistance.

**Education and Training**

**Midway High School** 2016  
**High School Diploma**  
Waco, Texas, US

Top 15% of class.  
Member of NHS (National Honor Society)  
Member of NSHSS (The National Society of High School Scholars)   
Member of Girls' Basketball Team  
Member of Student Council  
Member of Spanish Club  
4.0 GPA  
Finalist for Bill Gates Scholarship

**McLennan Community College** 2016  
**High School Diploma**  
Waco, Texas, US

Enrolled in Advanced Placement and Dual Credit courses from MCC during high school

**University of Houston**  
**Nursing**  
Houston, Texas, US