

HANNAH FITZSIMMONS

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EDUCATION

Master of Science in Computer Information Systems, candidate September '22

2021 – present

Boston University Metropolitan College

GPA 3.6

- Concentration: Web App Development
- Courses: Programming with Java, Advanced Programming Techniques with Java, Web App Development, Rich Internet Development, DB Design & Implementation for Business, Business Data Communications & Networks, Information Systems Analysis & Design

Bachelor of Business Administration in Operations & Information Management

2016 – 2018

University of Massachusetts Amherst, Isenberg School of Management

Minor: Information Technology

SKILLS

Languages: HTML, CSS, JavaScript, Java, TypeScript

Technologies: Object Oriented Programming, Angular, jQuery, Ajax, MySQL, PostgreSQL, Git

PROJECTS

GitHub Page Portfolio of coursework and digital resume at hfitzsim.github.io

Mountain Matrix UI focused app built with Angular to display different ski resort statistics and data views

Event Tracker HTML, CSS, and JavaScript app to track event registration, attendance, and prize winners

Shopping List Builder Java/JavaFX application to build and modify a shopping list

PROFESSIONAL EXPERIENCE

Boston University School of Hospitality Administration, Boston, MA

Operations Manager & Assistant to the Dean

2021 - 2022

- Managed calendar, travel, meetings, itineraries, and expenses for the dean
- Prepared contracts, appointment packets, and promotion dossiers for faculty
- Exercised diplomacy, tact, and judgement in interacting with a wide range of constituents at varying levels of an organization including staff at all levels and customers

Operations Manager

2020 - 2021

- Managed student employees from hiring, onboarding, supervising, and payroll, to termination
- Transitioned 100% of faculty to remote teaching within 72 hours of campus closure announcement due to COVID-19
- Designed and implemented standard operating procedures for textbook ordering and course evaluations

Administrative Coordinator

2019 - 2020

- Planned and executed all events for the School, including guest speakers, prospective student visits, and orientations
- Designed emails and digital signage to promote events to students, alumni, and hospitality industry professionals
- Updated and maintained the school's website with WordPress

DISC, Inc

Marketing / SEO Intern

June – August 2017

- Boosted clients' online presence by leveraging social media and weekly blog posts using SEO best practices
- Analyzed and reported on 10 different reputation management software leading to implementation
- Improved client's UI/UX by migrating their site to WordPress

INTERESTS

UI/UX Design • Systems Design • Snowboarding • Digital & Graphic Design • Learning • Optimization • Travel & Tourism