

# 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](https://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

- Manage calendar, travel, meetings, and itineraries for the dean
- Prepare contracts, appointment packets, and promotion dossiers for faculty
- Act as liaison for faculty, staff, and students with all other University organizations

**Operations Manager**

2020 - 2021

- Managed student employees from hiring and onboarding, supervising, 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

- Managed client's online presence by leveraging social media and wrote 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