

# HANNAH LAEK

DEVELOPER \ DESIGNER



(423) 571-4690



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Columbus, OH

## SKILLS

HTML/CSS  
●●●●○

Adobe Suite  
●●●●○

Javascript/JQuery  
●●●○

Sketch/Balsamiq  
●●●○

Ruby/Rails  
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Experience with Bootstrap/SASS, Git/Github, React & SQL

Knowledge in Jira, Microsoft Office & Salesforce

Project management

Attention to detail

Strong written and telecommunication skills

Well-organized and able to utilize various tools to maintain organization

Ability to meet tight deadlines and work with urgency

Positive attitude, driven, curious, and willing to learn

## EDUCATION

**University of Tennessee, Knoxville**

B.S. Communications

2009-2013

Major in Advertising, Minor Business

**Northeast State**

Post-college video courses (Broadcasting and TV Production)

2013

**Skillcrush, FreeCodeCamp, Udemy, TechTalent South**

Continued education in learning front and back end development

2017 - Present

## EXPERIENCE

July 2018-Present (Columbus, OH)

**Tech Talent South | Code Immersion/Web Design**

- Enrolled in a full stack bootcamp focusing on Ruby/Rails
- Enrolled in a design course focused on JavaScript, HTML CSS, and Sketch.

November 2014 - May 2018 (Nashville, TN)

**StudioNow | Line Producer**

- Scheduled video shoots with clients and filmmakers in allotted time frame according to our partners' project scope
- Used communication skills, answer emails and phone calls from clients and filmmakers with urgency
- Served as the middleman between the Associate Producers and other departments such as Operations, Sales, or Dev
- Provided feedback to the Dev team regarding bugs, issues, and ways to help user experience in our platform as well as the customer facing portal
- Handled any escalated shoot issues from clients or filmmakers and lead higher budget pilot projects
- Used strong attention to detail to QA final edits to ensure they meet our partner's standards and walk the client through the revision process
- Kept everyone on budget throughout the project phase and suggest pricing points when needed
- Managed project assets including all deliverables, release forms, etc.

Jan. 2014 - Nov. 2014 (Nashville, TN)

**Marketing/Finance Asst. | SMS Holdings**

- Monitored RFP notifications, find possible requests, help production of RFPs, research and data mining activities relative to prospect information aggregation

Sept. 2012 - Dec. 2012 (Knoxville, TN)

**Ad Sales Marketing Intern | Scripps Networks**

- Worked with research team to create marketing one sheets and sales recaps on MS Office
- Used blogspot.com to maintain a departmental blog
- Assisted with any online marketing ideas for HGTV and DIY

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