

HANNAH DARDEN

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GRADUATE STUDENT ENROLLED IN THE UNIVERSITY OF ARKANSAS AT LITTLE ROCK TECHNICAL WRITING MA PROGRAM WITH A BA IN WEB DESIGN AND DEVELOPMENT, AND A MINOR IN INFORMATION TECHNOLOGY. DIVERSE EXPERIENCE IN HTML/CSS, UX/UI DESIGN, TECHNICAL WRITING, EDITING, PROJECT MANAGEMENT, CLIENT-CUSTOMER MANAGEMENT AND TRAINING, COMPUTER MULTITASKING, AND PROBLEM-SOLVING.

Education	MA Technical Writing University of Arkansas at Little Rock, Little Rock, AR	Currently Enrolled
	BA Web Design & Development <i>Minor in Information Technology</i> University of Arkansas at Little Rock, Little Rock, AR	Completed
	Google Certificate - Project Management Online - Coursera	Completed
Professional Experience	Composition Teaching Assistant <i>University of Arkansas - Little Rock, Little Rock, AR</i> <ul style="list-style-type: none">MultitaskingStrong attention to detailTaught Writing & Reading StrategiesFocused on the deliberate practice in writingAided in developing stronger fluency in:<ul style="list-style-type: none">Reading comprehensionWritingEditingCritical thinking skills.	08/2024-present

Centralized Staffing Coordinator

07/2023–present

Baptist Health, Little Rock, AR

- Multitasking
- Strong attention to detail
- Daily medical staffing for multiple locations
- Responded to employee questions regarding schedules, timekeeping, and daily staffing
- Frequently used Google Workspace and Microsoft Word

Help Assistant

06/2023–08/2023

UALR Emerging Analytics Center, Little Rock, AR

- Collaborated on projects for both the Art and Web Development teams, contributing to the creation and maintenance of websites hosted by the center.
- Trained in a range of tools and software, including Confluence, Blender, and 3Ds Max
- Advanced my proficiency in platforms such as WordPress and SiteGround.

Emergency Communications Dispatcher

08/2019–07/2023

Bryant Communications, Bryant, AR

- Documentation entry
 - Expertise in multi-system monitoring (radio, phone, surveillance cameras)
 - Dispatched for fire, medical rescue, and police
 - Trained new dispatchers to ensure efficient communication and response times
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