Hannah M. Darden

CONTACT

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EDUCATION

- **UNIVERSITY OF ARKANSAS AT LITTLE ROCK**
  TECHNICAL WRITING - MA
  CURRENTLY ENROLLED

- **UNIVERSITY OF ARKANSAS AT LITTLE ROCK**
  WEB DESIGN & DEVELOPMENT - BA
  COMPLETED

- **GOOGLE- COURSERA**
  PROJECT MANAGEMENT- CERTIFICATE
  COMPLETED

SKILLS

- HTML/CSS
- JAVASCRIPT
- GIT/GITHUB
- GOOGLE WORKSPACE
- MICROSOFT OFFICE
- WORDPRESS
- FIGMA
- ELEMENTOR
- ADOBE CREATIVE CLOUD

VIEW MY PORTFOLIO

PROFILE

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, project management, client-customer management and training, computer multitasking, and problem-solving.

INTERNSHIP

HELP ASSISTANT
Summer 2023
EMERGING ANALYTICS CENTER- UALR

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.

WORK EXPERIENCE

CENTRALIZED STAFFING COORDINATOR
2023-Present
BAPTIST HEALTH

Multitasking which included daily medical staffing for multiple locations. Responded to employee questions regarding schedules, timekeeping, and daily staffing. Frequently used Google Workspace and Microsoft Word.

EMERGENCY COMMUNICATIONS DISPATCHER
2019-2023
BRYANT COMMUNICATIONS

Multitasking which included documentation entry while radio, phone, and camera monitoring. Dispatched for fire, medical rescue, and police. Trained new dispatchers to ensure efficient communication and response times.

PHARMACY TECHNICIAN/FLOATER
2018 – 2019
CVS

Entered and filled patient prescriptions. Took calls and made calls to patients, doctors, and insurance companies. Engagement and enhancing customer experience. Responding to customers requests as needed. Orchestrated exemplary services by greeting customers courteously and offering assistance when needed

SOCIALS

- www.linkedin.com/in **/hannah-darden-73a434269/**
- hmdarden.github.io **/darden.developments**