

# HANNAH DARDEN

13500 Chenal Pkwy Apt. 219, Little Rock, AR 72211 | 479-329-8640 | hmdarden.github.io/darden.developments

RECENT GRADUATE FROM THE UNIVERSITY OF ARKANSAS AT LITTLE ROCK 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.

## Skills

- HTML/CSS
- Javascript
- Git/Github
- Google Workspace
- Microsoft Office
- Wordpress
- Figma
- Elementor
- Adobe Creative Cloud

## Education

### BA Web Design & Development

*Minor in Information Technology*

University of Arkansas at Little Rock, Little Rock, AR

Completed May 2024

### Google Certificate - Project Management

Online - Coursera

Completed April 2024

## Professional Experience

### Centralized Staffing Coordinator

*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

07/2023-present

### Help Assistant

*UALR Emerging Analytics Center, Little Rock, AR*

- Worked on projects for the Art and Web Development teams
- Assisted in the creation and maintenance of sites hosted through the center
- Received training in new tools and softwares such as Confluence, Blender, and 3Ds Max
- Furthered my skillset in sites such as Wordpress and SiteGround.

06/2023-08/2023

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**Emergency Communications Dispatcher**

08/2019–07/2023

*Bryant Communications, Bryant, AR*

- Multitasking
- Documentation entry
- Radio, phone, and camera monitoring
- Dispatched for fire, medical rescue, and police
- Trained new dispatchers to ensure efficient communication and response times

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**Pharmacy Technician/Floater**

10/2018–08/2019

*CVS, Benton, AR*

- Entered and filled patient prescriptions
- Made and received 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

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**References****Lee Ann Cleghorn***City of Bryant*  
501-860-5191

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**Seth Wakefield***City of Bryant*  
501-256-4129**Taya Covey***City of Bryant*  
501-860-8043