Hannah M. Darden

CONTACT

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/darden.developments

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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

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

VIEW MY PORTFOLIO

PROFILE

- Proven ability in visual communication, end-user communication, user guides, and audience analysis.
- Proven ability in the training of new team members
- Proficient in the development of low and high fidelity wireframes, logo design, and website development

INTERNSHIP

COMPOSITION TEACHING ASSISTANT
UNIVERSITY OF ARKANSAS - LITTLE ROCK
2024-Present

- Edited and proofread documentation
- Created instructional materials, guidelines, and assessments

HELP ASSISTANT
EMERGING ANALYTICS CENTER- UALR
Summer 2023

- 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
BAPTIST HEALTH
2023-Present

- Creation and implementation of internal documents
- Updated documentation for internal usage
- Coordinated with on site SMEs for daily staff tracking

EMERGENCY COMMUNICATIONS DISPATCHER
BRYANT COMMUNICATIONS
2019-2023

- 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

PROJECTS

International Student Hub: Navigation Wireframe | *Figma, Google Slides, Canva*

- Developed a wireframe that laid the foundation for overall site navigation. Project prioritized development that would increase engagement of international audiences. This project created navigation options for visual, audio, and textual learners.

Hospital Staffing Grid | *Google Sheets, Kronos, Infor*

- Created a staffing grid that tracked the daily arrangement of nursing staff across multiple hospitals in the state of Arkansas. This grid has allowed a streamlined process for monitoring the placement of staff.