

HANNAH DARDEN

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

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.

Skills

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

Education

MA Technical Writing

University of Arkansas at Little Rock, Little Rock, AR

Currently Enrolled

BA Web Design & Development

Minor in Information Technology

University of Arkansas at Little Rock, Little Rock, AR

Completed

Google Certificate - Project Management

Online - Coursera

Completed

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

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

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
-