

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

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

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

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

Seth Wakefield*City of Bryant
501-256-4129***Shanquita Jones***Baptist Health
501-960-4544***Taya Covey***City of Bryant
501-860-8043*