

# H.H.H. Mandarin

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address

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## OBJECTIVE

To obtain admission to the M.S. program in Computer Science at The George Washington University.

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## EDUCATION

### Georgetown University

M.A., English Language and Literature | GPA: 3.90 May 2014  
Graduate Fellow at the Center for New Designs in Learning and Scholarship  
Thesis: "Driven by Difference: The Embodiment of the Western Maryland Initiative"

### University of Maryland, College Park

B.A., English Language and Literature | GPA: 3.78 May 2012  
University Honors Citation | Jiménez-Porter Writers' House Transcript Notation  
Extensive experience with SQL

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## WORK EXPERIENCE

### DisputeSoft: Software Dispute Experts

*Human Resources Director*, January 2016 – Present

- Recruit technical consultants, software engineers, legal associates, and marketing analysts
- Conduct performance and salary reviews and help employees manage annual goals
- Assist in designing and administering technical exam for software developers and consultants
- Write job descriptions and advertisements for deployment on online job boards
- Represent the firm at career fairs and speak with prospective employees about open positions
- Monitor compliance with federal and local regulations and implement changes when necessary
- Directly supervise two marketing employees and continue to manage the marketing department

*Marketing Coordinator*, November 2014 – January 2016

- Provide analysis of data derived from Google Analytics, Google AdWords, and Duda Mobile in a monthly marketing report submitted to the Managing Partner
- Manage WordPress website and improve functionality by altering plugins in PHP and Java
- Conduct market research of potential clients and engagements by querying LexisNexis CourtLink
- Draft Google AdWords copy and manage keyword bids
- Improve website SEO by writing and strategically deploying content to website
- Draft and send targeted HTML emails to potential clients

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## ACTIVITIES & ACCOMPLISHMENTS

Election Judge, 2016 Presidential Elections, Montgomery County, MD

Emerging Manager Certificate, Montgomery College, MD, 2016

Member, The Phi Beta Kappa Society, Gamma of Maryland, University of Maryland