

# Hannah P. Vick

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<b>Education</b>	<b>BA International Studies, concentration in International Business</b> <b>Spanish Minor</b> <b>Virginia Tech</b> , Blacksburg, VA	<u>Graduated: July 2014</u>
	<b>University of Alabama Transfer</b> , Tuscaloosa, Alabama	<u>August 2010 – May 2011</u>
	<b>Relevant College Coursework</b>	
	<ul style="list-style-type: none"><li>• Global Economics and World Politics</li><li>• Management Theory and Leadership Practices</li><li>• International Relations</li><li>• International Management</li><li>• National Security</li></ul>	<ul style="list-style-type: none"><li>• Research Methods</li><li>• Statistics for the Social Sciences</li><li>• Business Information Systems</li><li>• Advanced Spanish</li><li>• Grammar/Composition/Conversation</li></ul>
<b>Experience</b>	<b>Executive Assistant</b> , Recharge Sports Injury Center, Sterling, Virginia	<u>Aug. 2015-Present</u>
	<ul style="list-style-type: none"><li>• Personal assistant to company president and owner</li><li>• Managed daily schedule and oversaw all financial and insurance transactions</li><li>• Managed office organization as well as social and online content for the business</li></ul>	
	<b>Social Media, Website, and Graphic Design Consultant</b> , Sestak for Senate Campaign, Media, Pennsylvania	<u>May 2015-Aug. 2015</u>
	<ul style="list-style-type: none"><li>• Managed all social media accounts for US Senate campaign (Twitter, Facebook, YouTube, Flickr, Instagram)</li><li>• Created graphics and copy to be used on website, in press releases, in print advertising, etc.</li><li>• Managed organization's main website</li></ul>	
	<b>Public Policy Intern</b> , Safe Kids Worldwide, Washington, DC	<u>Jan. 2015-April 2015</u>
	<ul style="list-style-type: none"><li>• Research assistant for child safety legislation and public policy at the state and federal level.</li><li>• Drafted letters to US and state senators and representatives in regards to legislation they sponsored or helped pass.</li><li>• Managed and composed posts for the company's advocacy social media account.</li><li>• Attended Congressional meetings and events on Capitol Hill as a representative of Safe Kids.</li><li>• Administrative work for the public policy team.</li></ul>	
	<b>Data Analyst</b> , Virginia Tech Transportation Institute, Blacksburg, Virginia	<u>Sep. 2014- Dec. 2014</u>
	<ul style="list-style-type: none"><li>• Observed digital video and parametric data collected for various transportation research projects to enhance transportation safety and mobility.</li><li>• Used a proprietary software program to observe and document driver behavior and driving conditions under controlled or naturalistic settings.</li></ul>	
	<b>Marketing Intern/Receptionist</b> , Herndon Nail and Spa, Herndon, Virginia	<u>June 2011- Aug. 2011</u>
	<ul style="list-style-type: none"><li>• Managed the social media for local, small business including Facebook, Twitter, Groupon, and email marketing campaign.</li><li>• Designed company website and updated daily.</li><li>• Managed daily schedule for entire location over the phone, ran client email based contact campaign, completed daily financial transactions.</li></ul>	
<b>Skills</b>	<ul style="list-style-type: none"><li>• Spanish (Proficient)</li><li>• Social Media (Twitter, Facebook, Reddit, etc.)</li><li>• Intermediate HTML and CSS</li><li>• Public Speaking (experience from coaching sports)</li><li>• Advanced Google Suite and Microsoft Office</li></ul>	<ul style="list-style-type: none"><li>• Advanced Adobe Photoshop</li><li>• Adobe Creative Suite 6 (CS6)</li><li>• Statistical Package for the Social Sciences (SPSS)</li></ul>
<b>Achievements</b>	<ul style="list-style-type: none"><li>• UA Scholar Award</li><li>• UA Leadership Scholarship</li></ul>	<ul style="list-style-type: none"><li>• UA President Cabinet Scholarship</li></ul>
<b>Activities</b>	<ul style="list-style-type: none"><li>• Head Volleyball Coach for Northern Virginia Volleyball Association and Herndon High School 2015-Present</li></ul>	