

# Hannah P. Vick

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Herndon, VA 20170

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## Education

**BA International Studies, concentration in International Business**  
**Spanish Minor**  
**Virginia Tech**, Blacksburg, VA

Graduated: July 2014

**University of Alabama Transfer**, Tuscaloosa, Alabama

August 2010 – May 2011

### Relevant College Coursework

- Global Economics and World Politics
- Management Theory and Leadership Practices
- International Relations
- International Management
- National Security
- Research Methods
- Statistics for the Social Sciences
- Business Information Systems
- Advanced Spanish Grammar/Composition/Conversation

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## Experience

**Executive Assistant**, Recharge Sports Injury Center, Sterling, Virginia

Aug. 2015-Present

- Personal assistant to company president and owner
- Managed daily schedule and oversaw all financial and insurance transactions
- Managed office organization as well as social and online content for the business

**Social Media, Website, and Graphic Design Consultant**,

May 2015-Aug. 2015

Sestak for Senate Campaign, Media, Pennsylvania

- Managed all social media accounts for US Senate campaign (Twitter, Facebook, YouTube, Flickr, Instagram)
- Created graphics and copy to be used on website, in press releases, in print advertising, etc.
- Managed organization's main website

**Public Policy Intern**, Safe Kids Worldwide, Washington, DC

Jan. 2015-April 2015

- Research assistant for child safety legislation and public policy at the state and federal level.
- Drafted letters to US and state senators and representatives in regards to legislation they sponsored or helped passed.
- Managed and composed posts for the company's advocacy social media account.
- Attended Congressional meetings and events on Capitol Hill as a representative of Safe Kids.
- Administrative work for the public policy team.

**Data Analyst**, Virginia Tech Transportation Institute, Blacksburg, Virginia

Sep. 2014- Dec. 2014

- Observed digital video and parametric data collected for various transportation research projects to enhance transportation safety and mobility.
- Used a proprietary software program to observe and document driver behavior and driving conditions under controlled or naturalistic settings.

**Marketing Intern/Receptionist**, Herndon Nail and Spa, Herndon, Virginia

June 2011- Aug. 2011

- Managed the social media for local, small business including Facebook, Twitter, Groupon, and email marketing campaign.
- Designed company website and updated daily.
- Managed daily schedule for entire location over the phone, ran client email based contact campaign, completed daily financial transactions.

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## Skills

- Spanish (Proficient)
- Social Media (Twitter, Facebook, Reddit, etc.)
- Intermediate HTML and CSS
- Public Speaking (experience from coaching sports)
- Advanced Google Suite and Microsoft Office
- Advanced Adobe Photoshop
- Adobe Creative Suite 6 (CS6)
- Statistical Package for the Social Sciences (SPSS)

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## Achievements

- UA Scholar Award
- UA Leadership Scholarship
- UA President Cabinet Scholarship

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## Activities

- Head Volleyball Coach for Northern Virginia Volleyball Association and Herndon High School 2015-Present