

# Hannah R. Fink

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## **Education**

### ***Western Carolina University***

- Bachelor of Science in Communication with a concentration in Journalism **08/2016-05/2020**
- Minor: Business Law **Cullowhee, NC**

## **Work Experience**

### ***Resident Assistant, Western Carolina University***

- Handle administrative duties such as drafting and maintaining paperwork, sensitive information and situations in a timely manner **08/2017-PRESENT**
- Conduct meetings with and create a safe living environment for residents **Cullowhee, NC**
- Responsible for creating and publishing the bi-monthly newsletter for the resident hall
- Being a resource for residents when they have concerns
- Create monthly informative bulletin boards in the resident halls

### ***Graduate Summer Conferences Coordinator, Johns Hopkins University***

- Assisted with the supervision of the summer conference student staff in conjunction with the Administrative Coordinator **05/2019-08/2019**
- Provided preparation for and supervision of large conference group check-ins and check-outs **Baltimore, MD**
- Communicated with each conference leader throughout the summer
- Maintained accurate records for the summer conferences
- Created the weekly work schedule

## **Related Experience**

### ***Reporter and Editor, Western Carolina Journalist***

- Responsible for submitting articles by the deadline **01/2020-PRESENT**
- Work on WordPress to edit the article and photos **Cullowhee, NC**
- Proofread and edit articles submitted

### ***Copy Writer, Zazmic Inc.***

- Write articles for a company based on specific topics **08/2019-PRESENT**
- Fulfill the requirements of keywords needed per article **Online**
- Submit articles on a weekly deadline

***Assistant Editor-in-Chief for the Nomad, Western Carolina University*** 08/2018-12/2019

- Edited pieces received for Western Carolina University's literary magazine
- Worked with a team to decide which pieces should be published
- Ran staff meetings for the editorial team

***Cullowhee, NC***