

History Hannah

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Career Profile

Demonstrates solid research and writing skills in a public history center work environment as well as through high performance in upper level history courses. Offers excellent communication skills evidenced through presentation experience at a state conference. Experience in digital archiving and exhibit planning.

Education

University of West Georgia, Carrollton, GA
Bachelor of Arts in History, GPA 3.87

May 2019

Related Experience

UWG Department of Public History, Carrollton, GA

August 2018 – Present

Research Internship

- Research local historical events by interviewing witnesses and locating documents pertaining to the subjects in local government archives
- Plan and coordinate public exhibitions, including the “History of Carroll County” event, which draws up to 400 guests each year
- Digitize and enhance archival materials using Adobe Suite to preserve historic information
- Update website and social media to increase awareness of events hosted by the center

Clerical Assistant

August 2017 – August 2018

- Communicated with students, faculty, staff, and university visitors via phone or in person with excellent customer service
- Processed participation data and tracked event attendance using Microsoft Excel
- Created and proofread marketing materials for students to learn about the program

Additional Experience

UWG Department of History, Carrollton, GA

August 2016 – August 2017

Student Leader

- Provided clerical support for faculty and staff, including answering the phone, taking messages, and creating documents in Microsoft Word and Publisher
- Maintained student information database in Microsoft Excel for the departmental assistant

Presentations

Hannah, H., Smith, K. (2016). *The Role of Textile Making in Transforming West Georgia*. Paper presented at the Georgia Undergraduate Research Conference in Atlanta, GA. Voted 1st place.