

HANNAH MARCHANT

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EXPERIENCE

Oklahoma Film + Music Office

Oklahoma City, Oklahoma

Executive Assistant

August 2013 - October 2015

Administrative Assistant

October 2012 - July 2013

- Assisted director and deputy director on a daily basis
- Corresponded with film industry clients on behalf of director
- Researched and developed reports
- Maintained office and director's schedule
- Coordinated travel for staff
- Assisted in management of interns
- Managed phone traffic

- Worked closely with and under supervision of director on Oklahoma Film Enhancement Rebate Program
 - > point of contact for rebate inquiries and questions
 - > interpreted statute for clientele's specific needs
 - > maintained filing and organization
 - > monitored and documented funding information and benchmarks
 - > drafted rebate queue status reports to the Oklahoma Tax Commission
 - > drafted formal correspondence to rebate clientele
 - > conducted OF+MO review of rebate claims

Nazarene Publishing House

Kansas City, Missouri

Graphic Design Services

August 2012 - January 2013

Marketing Intern

June 2012 - August 2012

- Copywriting for promotional materials
- Developed branding for new blog
 - > designed multiple logos and color swatches
 - > created supplemental items for social media
- Market research for product development

Southern Nazarene University

Bethany, Oklahoma

Resident Advisor

August 2010 - May 2012

Opinions Section Editor

ECHO, SNU news publication
August 2011 - May 2012

Administrative Assistant

SNU Art & Design Department
September 2010 - May 2012

Photography Internship

SNU Media Strategies Team
August 2010 - December 2010

ALMA MATER

Bachelor of Arts

Graphic Design + Mass Communication
Southern Nazarene University
Bethany, Oklahoma
Graduated May 2012

TECH-KNOWLEDGE-Y

Microsoft Office
Adobe Creative Suite
Website Content Management System
Final Cut Pro X
Mac and Microsoft interfaces

USEFUL ATTRIBUTES + ACQUIRED SKILLS

Adaptable
Attention to detail
Can-do attitude
Customer service
Efficient worker
Professional writing
Persistent problem-solver
Provide quality product
Quick learner
Resourceful
Self-starter
Team player
Thrive with new challenges