



stephen m. hanson

stephenmhanson@gmail.com 512-496-2595

## QUALIFICATIONS

Two years studying New Media technologies to determine effective strategies for Web 2.0 communications and design.

Two years working with Photoshop, Illustrator, Dreamweaver, Flash, HTML, CSS.

More than five years experience with customer service.

More than seven years experience with clerical functions and cash handling.

More than seven years experience participating as a team member.

Demonstrated ability to manage multiple deadlines.

Experience handling high volume, detail oriented work.

## EDUCATION

2007-2009 M.A. in New Media Studies; Depaul University

1999-2003 B.A. in English, The University of Texas

## EMPLOYMENT

*Dry Dock at the Canary Nest*

2/07-6/07 - Host

Greet guests and seat them with a server. Bus tables. Maintain clean entryway and outside deck area. Assist servers and bartenders by running food or beverages.

*Distance Education Center*

6/01-10/06 - Administrative Assistant

Act as custodian for change fund. Process payment and reimbursement vouchers using \*DEFINE. Prepare daily deposits. Back-up accounting team members. Joined The Migrant Program Team to assist with preparations for the annual Migrant Student Recognition Ceremony and Exemplary Student Book. Reconcile Check Log. Assist HR and accounting teams with filing, records retention, employee justification, and matching of electronic transactions with documentation. Responsible for creation of report analyzing The University Charter School's Online High School Pilot Project. Final report presented to TEA and Texas State Legislature. Report detailed the frequency of lesson submissions over the course of the project to maximize ADA funding received from TEA.

*Wild Birds Unlimited*

2/95-2/00 - Manager

Perform cahier and daily close out duties. Provide customer service. Prepare deposits. Maintain mailing list and seed storage databases. Assist with creation and editing of quarterly newsletter. Train and supervise employees. Purchase stock. Place special orders. Weigh, measure, and pack seed for retail sales according to state agricultural standards.



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## TECHNICAL SKILLS

Photoshop  
Illustrator  
InDesign  
Dreamweaver  
Flash  
Fireworks  
HTML  
CSS  
MS Office  
PC and Mac Operating Systems

## OTHER SKILLS AND ACHIEVEMENTS

Fluent in American Sign Language  
Featured at DePaul University 's 2008 Integrated Arts Initiative Showcase

## REFERENCES

*Available on request*