

Hannah Duncan

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EDUCATION

2016-2020 Coastal Carolina University, Conway, South Carolina
Bachelors of Fine Arts - Acting

- Cumulative GPA: 3.8 / 4.00
- Dean's List, Honors Program
- Graduated Cum Laude

2012-2016 John Glenn High School, Bay City, Michigan
High School Diploma

- Cumulative GPA: 3.6 / 4.00
- Advanced and Honors Courses in English, Science, Math, History, and Music.

WORK EXPERIENCE

2020-2021 United Federation of Teachers

Contact Center Agent

Answer and Respond to Office Phone and Email, Handling High Volumes of Calls, Customer-Support Based Call Center Experience, Remote Work Experience,

2019-2020 Coastal Education Foundation

Administrative Assistant

Answer and Respond to Office Phone and Email, Scheduling Meetings, Meeting Transcriptions, Community Outreach Work, Daily Administrative Tasks.

2018-2019 Nitro Creamery and Tea

Cashier - Barista

Take orders, engage with customers, make and create various drink menu items for the store

2017 Julia Caprathe, Attorney At Law

Assistant - Temporary

Assisted Temporarily with Phone Calls and Email, Greeted Clients, Deep Organization of Existing Files and Data

2016 American Kitchen

Host

Seating Guest, Bussing Tables, Answering and Completing Online and Over the Phone Takeout Orders.

ADDITIONAL SKILLS

Advanced Computer Application Skills

Advanced Reading and Writing Proficiency

Use of Web Research and Social Media

Excellent at Multi-tasking Efficiently

Classically Trained in Vocal Music

Customer Service and Retail

REFERENCES

Donna Lewis

Coastal Educational
Foundation

(843) 349-2194

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Robin Edwards Russell

Professor - Coastal

Carolina University

(843) 349-2505

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Gwendolyn Schwinke

Resident Vocal Coach -

UNC PlayMakers Rep

gschwinke@gmail.com

Maggie Renfroe

Personal Reference

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