
J. MCKENZIE HANSEN

PROFESSIONAL AND TECHNICAL WRITER

SKILLS AND AREAS OF EXPERTISE

PROFESSIONAL SKILLS

- Leadership
- Presentation and public speaking
- Organization and planning
- Great problem solver
- Quick learner
- Self-directed and self-motivated
- Works well under stress
- Written and spoken communication
- Typing, 55 wpm

TECHNICAL SKILLS

- Editing documents for grammar, mechanics, and clarity
- Spreadsheet and data management
- Microsoft Office
- Google Applications
- Adobe Photoshop, Adobe Illustrator, and Adobe Fireworks
- HTML5, CSS3, and WordPress
- Graphic Design

EXPERIENCE

UA Little Rock Writing Center, Little Rock, AR

Intern

JANUARY 2019 - PRESENT

- Supervise the Writing Center.
- Assist students with their writing at any stage during the writing process.

UA Little Rock College of Business, Little Rock, AR

Computer Lab Assistant

JUNE 2016 - NOVEMBER 2018

- Supervised the computer lab.
- Assisted students, faculty, and staff with printing and/or computer issues.
- Managed and reserved the collaboration room for students, faculty, and staff.

EDUCATION

University of Arkansas at Little Rock, Little Rock, AR

Professional and Technical Writing / Information Technology

FALL 2015 - PRESENT

Currently studying to major in Professional and Technical Writing. Completed minor in Information Technology in the fall of 2017.

VOLUNTEER EXPERIENCE

SELECT Programs, Little Rock, AR

Founder, Executive Director, and Program Leader

JANUARY 2019 - PRESENT

Founder of the non-profit organization. Manages the organization and teaches soft skill, professional skill, and sophisticated technology workshops and programs for students in the Central Arkansas area.

Hillary Rodham Clinton Children's Library, Little Rock, AR

EAST Program Leader and Facilitator

JANUARY 2016 - PRESENT

Developed, implemented, and facilitated a self-paced, project-based program to provide homeschool, private school, and charter school students in the Central Arkansas area the opportunity to participate in EAST.

Children International, Little Rock, AR

EAST Program Leader and Facilitator

JANUARY 2017 - DECEMBER 2018

Developed and implemented after school programs at Wakefield Elementary (September 2017 - December 2018) and Wilson Elementary (January 2017 - May 2017) to help students improve their writing skills while introducing them to service learning using the Environmental And Spatial Technology (EAST) framework.

AWARDS

- Chancellor's List Fall 2016 - Fall 2018
- Dean's List Spring 2016 - Fall 2018
- 2015 UALR EAST Scholarship Recipient