

# ELIZABETH HUTCHENS

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## Summary

Highly organized communications enthusiast with background and experience in computer science and early education studies. Seeking master's degree in Speech-Language Pathology. Areas of expertise include marketing communications, social media, web content development, and media creation using post-production photography, film, podcast, and blog development. Strategic communications leader possessing exceptional writing and editing skills. Versed in a range of communications theories, solutions, and technologies, and dedicated to becoming an SLP to give treatment and aid to those with communication disorders.

## Skills

- Adobe Premiere Pro
- Audacity
- Active Listening
- Adaptability
- Critical & Creative Thinking
- Data Mining using Tableau
- Leadership
- Lesson Plan Creation
- Microsoft Office
- Problem-Solving
- Public Relations Strategies
- Python Programming
- Teaching & Teacher Assistance
- Time Management
- Verbal, Written, & Digital Communication
- Video/Content Creation
- WordPress

## Experience

### Nanny and Babysitting Services

05/2016 to 08/2021

#### Charlotte Mom-To-Mom Exchange

Charlotte, NC

- Communicated with parents to learn about children's needs and family rules.
- Supervised and cared for children aged 6 months to 14 years old.
- Acquired references, organize transportation plans, event/camp attendance, and other extracurricular activities via Google Sheets
- Coordinated schedules via email.

### Video Creation/Digital Marketing Intern

04/2020 to 08/2020

#### LiveLoveWearIt - Beatriz Adrianna

Los Angeles, CA

- Provided creative video content from IGTV, Instagram, and YouTube, with the goal of growing the website's audience.
- Created video concepts and ideas for over 30 launch article titles.
- Learned and used Canva graphic design tool to create video content.
- Conducted research on competitor marketing and digital content.
- Used skills in project management, adaptability, communication and problem solving.

### Teaching Assistant/Tutor Mentor

08/2016 to 05/2017

#### Berea Middle School

Greenville, SC

- Worked with 6th grade social studies class and special needs class in separate semesters.
- Provided individuals tutoring for students with specific educational needs to create personalized solutions and improve their learning comprehension.
- Lessened workload on primary teacher by answering questions and presenting information to class.
- Created visuals and presentations to clarify and review concepts taught in class.
- Utilized positive reinforcement techniques to encourage and motivate students.

## Education and Training

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**Bachelor of Arts: Mass Communications**

University of South Carolina - Columbia (Transfer)

**Expected in 12/2022**

Columbia, SC

**Bachelor of Arts: Communication Studies**

Furman University

**2016 - 2020**

Greenville, SC

**High School Diploma**

Charlotte Country Day School

**05/2016**

Charlotte, NC

## Community Service

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- Cleaned up family-owned farm with Tau Sigma MU chapter during "The Big Event" (April 2022)

## Honors

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- Member of Tau Sigma National Honor Society MU Chapter at University of South Carolina (Feb. 2022 - present)
- Member of The National Society of Leadership and Success (NSLS) (August 2022 - present)
- Dean's List (Fall 2021) and President's List (Spring & Summer 2022)