

# **Hannah Pinkerton C.V. Spanish Expert – Montgomery, Alabama**

## **Professor at Speak Better Spanish**

**Speak Better Spanish**

**St. Mary's College of Maryland**

**Montgomery, Alabama**

## **Experience**

•

### **Profesora & English-Spanish Translator**

**Company Name Speak Better Spanish**

**Dates Employed May 2015 – Present**

**Employment Duration 2 yrs 6 mos**

Virtual Spanish and English Conversation Lessons

[www.rompiendolasbarreras.com](http://www.rompiendolasbarreras.com)

- Prepare course materials relevant to learning conversational English/Spanish, including lesson plans, written materials, video materials, and homework assignments. Evaluate students' participation, progress, and assignments.
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence in students, particularly in regards to the spoken language.
- Teach students study skills, cultural skills, occupational skills, and conversational skills.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.

•

### **Adventurer**

**Company Name Destined For Adventure**

## **Dates Employed Nov 2016 – Present**

### **Employment Duration 1 yr**

Overlanding, camping with our rooftop tent, hiking, and exploring with Maximus and Jubilee (dogs). I document our adventures via:

- Facebook ([www.facebook.com/destinedforadventure2016](https://www.facebook.com/destinedforadventure2016))
- Blog ([blog.destinedforadventure.com](https://blog.destinedforadventure.com))
- Instagram ([destinedforadventure](https://www.instagram.com/destinedforadventure))
- Patreon

[blog.destinedforadventure.com](https://blog.destinedforadventure.com)

•

## **Executive Assistant**

### **Company Name Under30Experiences**

### **Dates Employed Jul 2017 – Present**

### **Employment Duration 4 mos**

•

## **Virtual Assistant**

### **Company Name Hannah & Jessie**

### **Dates Employed May 2015 – Sep 2017**

### **Employment Duration 2 yrs 5 mos**

[www.hannahandjessie.com](https://www.hannahandjessie.com)

- Prepare correspondence and other documents, using word processing, spreadsheet, database, or presentation software.
- Conduct research and prepare notes and documents for consideration

and presentation. Create, maintain, and enter information into databases. Set up and manage scheduling programs, email, video chat, and other electronic programs. Update and maintain records, documents, and correspondence.

- Attend meetings to record notes.
- Monitor online community to ensure compliance with rules, satisfaction of participants, and resolution of any problems that arise.
- Assist in event organization and scheduling. Confer with participants and other professionals at a chosen event site to coordinate details. Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, special needs requirements.

Experience with Wordpress, Mailchimp, Hootsuite, Asana, Acuity Scheduling, Trello, Gmail and Google Hangouts and Communities, InLinkz, Pinterest, HARO, Adobe Connect & Dropbox

•

### **Tutor (Spanish, English & Math)**

**Company Name Literacy Council, YMCA, & Homework Helpers (Matthew's House)**

**Dates Employed Aug 2006 – Jul 2016**

**Employment Duration 10 yrs**

**Location St. Mary's County, MD, Salamanca, Spain & Fort Collins, CO**

- Provide individual and small group instruction to Spanish-speaking students (elementary school through adults) in order to improve academic performance, enhance communication skills and assist in preparation for academic tests in mathematics and English. Provide private mathematics and Spanish tutoring to English speaking students in middle and high school, including students with learning disorders.
- Collaborate with students, administrators and other tutors to determine student needs, develop tutoring plans and assess student progress. Communicate students' progress to students and administrators through written and oral reports.
- Completed two week tutor training workshop with Literacy Council. Assisted with facilitation of tutor training workshops. Assisted with recruitment of tutors.

•

## **Planner III**

**Company Name St. Mary's County Government**

**Dates Employed Mar 2012 – Sep 2015**

**Employment Duration 3 yrs 7 mos**

**Location Leonardtown, MD**

- Made presentations during televised public meetings with government officials, lawyers, developers, and the public on proposed development projects. Provided feedback on project feasibility, regulatory conformance, and possible alternatives. Recommended approval, denial, or conditional approval of proposals.
- Promoted, interpreted and administered government plans or policies affecting land use, zoning, public utilities, community facilities, housing, and transportation. Reviewed and recommended revisions to county ordinances. Advised and assisted the public and development professionals on requirements for local and state general zoning and permitting requirements.
- Conducted research and prepared staff reports on proposals. Kept informed about economic or legal issues involved in zoning codes, building codes, and state and local regulations. Utilized mapping software such as ESRI and Vantagepoints to research properties and generate aerial photographs. Conducted site visits to determine accuracy of site plans.

### **Media (1)**

**This position has 1 media**

○

**Lexington Park Development District July 2013 briefing**

**Lexington Park Development District July 2013 briefing**

**This media is a video**

•

## **Owner-Operator**

**Company Name Hannah's Pet Sitting & Homemade Pet Supplies**

**Dates Employed Jan 2012 – Sep 2015**

**Employment Duration 3 yrs 9 mos**

### **Location Mechanicsville, MD**

- Maintained inter-personal relationship with clients including assessing needs, obtaining feedback, and providing updates on pet's well being. Attended craft shows and community pet events to market products and services. Educated and advised clients on animal health care, nutrition, and behavior problems.
- Drafted and edited correspondence and promotional materials. Created website and social media profiles for the business. Maintained schedule of appointments. Managed the financial aspects of the business through cycles of economic change, including income, expenses, product investments, price schedule, and promotions.
- Developed concepts for homemade pet supplies for sale. Set specifications for materials, dimensions, and finishes. Fabricated patterns to guide craft production. Created prototypes of pet beds, blankets and treats to be crafted.
- Provided care and affection for a variety of animals from cage pets to farm animals. Examined animals to detect behavioral changes or symptoms that could indicate illness or injury. Administered medication to animals as prescribed by veterinarians.

•

### **Retail Sales/Cashier/Stocking Clerk**

**Company Name Pepper's Pet Pantry**

**Dates Employed Jan 2012 – Mar 2012**

**Employment Duration 3 mos**

**Location Solomons, MD**

- Greeted and assisted customers by providing information and resolving complaints.
- Established and identified prices of goods and services. Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices. Requisitioned merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials. Maintained records related to sales.
- Itemized and totaled customer merchandise selection at checkout counter, using cash register, and processed payments. Issued receipts, refunds, exchanges, credits, or change due to customers.

•

### **Assistant Manager**

**Company Name Countryside's Pet Paradise**

**Dates Employed Jun 2005 – Jan 2012**

**Employment Duration 6 yrs 8 mos**

**Location Leonardtown, MD**

- Provided customer service by greeting and assisting customers and responding to requests for information and complaints; established and maintained effective working relationships with clients. Drafted and edited correspondence and other documents.
- Determined staffing requirements and interviewed, hired and trained new employees.
- Analyzed internal processes and recommended and implemented procedural changes to improve operations. Prepared, edited, formatted and distributed brochures and informational handouts. Assisted in planning, organization and preparation for events.
- Built mutually beneficial relationships with community organizations. Maintained communication between three branches.
- Collaborated with website designer to update company website and increase detail, attractiveness and use-ability.
- Prepared files, contact lists, invoices, memos, letters, receipts, financial statements and other documents using Microsoft Office Suite and records management database system. Sorted and responded to incoming correspondence. Scheduled appointments.

•

**Mentor/Student Ambassador**

**Company Name Student Advocates for Global Engagement, SMCM**

**Dates Employed Aug 2010 – May 2011**

**Employment Duration 10 mos**

**Location St. Mary's City, MD**

- Met weekly with international Chinese student to provide guidance and facilitate transition to campus.
- Planned and executed low-cost monthly social events for program participants. Collaborated with Program Director for future planning. Provided cultural contributions to monthly International Newsletter. Attended training workshop and monthly meetings.

## **Education**



**St. Mary's College of Maryland**

Degree Name Bachelor of Arts

Field Of Study Spanish, Mathematics

Dates attended or expected graduation 2007 – 2011



**College of Southern Maryland**

Field Of Study Legal Studies, General

Dates attended or expected graduation 2013 – 2013

Introduction to Law

Legal Practices of Real Estate



**Universidad de Salamanca**

Field Of Study Cursos Internacionales

Dates attended or expected graduation 2009 – 2009

