

Hanna Bruce

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Profile

I am a highly motivated and personable professional with two college degrees seeking a work environment that will allow me use to my administrative strengths to the best of my ability. I hold an undergraduate degree in psychology and a masters degree in Human Services from Liberty University. I am experienced with working as a personal assistant and accustomed to working diplomatically and tactfully with professionals and high profile personnel. I am an attentive listener, self-motivator and initiator, full of integrity, highly organized and a creative person who thrives on multi-tasking in a fast paced environment.

Skills Summary

- ♦ Report Preparation
- ♦ Written Correspondence
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Event Planning
- ♦ Front-Office Operations
- ♦ Professional Presentations

Professional Experience and Employment History

DEPARTMENT OF MINISTRY TEAMS, LIBERTY UNIVERSITY 6/2008-PRESENT

- ♦ Personal Assistant
 - ♦ Schedule and execute travel arrangements for two traveling music ministry teams.
 - ♦ Coordinate and operate auditions for over 1,300 potential ministry team members.
 - ♦ Assist Scott Bullman, Director of Ministry Teams and Worship Pastor of Thomas Road Baptist Church

VISITORS CENTER, LIBERTY UNIVERSITY 6/2007-6/2008

- ♦ Visitation Coordinator
 - ♦ Scheduled campus visits for prospective students, visitors, and groups.
 - ♦ Led Power Point and speaking presentations for visitors.
 - ♦ Arranged appointments with other campus offices for prospective students.
 - ♦ Oversaw 10-15 student workers in office and tour tasks.
 - ♦ Assisted with planning and execution of special events.

DEAN OF WOMEN, LIBERTY UNIVERSITY 1/2007-5/2007

- ♦ Intern
 - ♦ Conducted and analyzed campus surveys pertaining to Liberty University's female student population.
 - ♦ Assisted with the planning and execution of special events for the student body.
 - ♦ Assisted with general office tasks.

DEPARTMENT OF MINISTRY TEAMS, LIBERTY UNIVERSITY 8/2004-11/2006

- ♦ Student worker (later promoted to full time office manager)
 - ♦ Scheduled and executed travel arrangements for three traveling music ministry teams.
 - ♦ Managed departmental budget.
 - ♦ Coordinated and operated auditions for over 1,300 potential ministry team members.

Education

LIBERTY UNIVERSITY – LYNCHBURG, VA

- ♦ Master of Arts in Human Services: Counseling, August 2008
- ♦ Bachelor of Science in Psychology, May 2007