

Lauren Hahn

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Saint Petersburg FL, 33703

EDUCATION

Bachelor of Science in Family, Youth and Community Sciences

May 2022

Communication Studies Minor

The University of Florida, Gainesville, FL

Cumulative GPA: 3.89 / 4.00

AWARDS & HONORS

The University of Florida

August 2017- Present

Cum Laude

Dean's List

ACADEMIC EXPERIENCE

Dial Center for Written and Oral Communication – The University of Florida, Gainesville, FL

Teaching Assistant – (SPC2300) Introduction to Interpersonal Communication

August 2021 – December 2021

- Hosted weekly office hours providing students with a safe space for questions or concerns
- Assisted and supported all enrolled students with their classwork
- Created extra study materials to help prepare students for papers and exams
- Facilitated various modes of communication for student success, such as creating a GroupMe for the class
- Supervised student attendance and participation

Extern to Center Director

August 2021 – December 2021

- Shadowed Director of Center
- Attended faculty meetings, took notes
- Assisted in the inventory of communication classes for departmental records

LEADERSHIP EXPERIENCE

TOPSoccer, Gainesville, FL

Officer of Public Relations

August 2018 - Present

- Recruited new volunteers and players
- Innovated new ways to recruit
- Managed equipment and supplies used for recruitment events
- Promoted volunteer retention

Helping Hands Pet Rescue, Gainesville, FL

Adopt-a-thon Dog Volunteer Leader

April 2018 - December 2018

- Managed set-up and break-down sessions
- Coordinated dog-walking schedules
- Advocated and cared for assigned dogs

PROFESSIONAL EXPERIENCE

Eye Site of Tampa Bay, Clearwater, FL

Senior Trainer

2016 - Present

- Trained new employees in diagnostic testing to become general technicians
- Redesigned employee scheduling template and process of scheduling

- General Technician** 2016 - Present
- Took patient histories
 - Performed vision tests
 - Prepared patient procedures
 - Educated patients
- Back Office Assistant Manager** 2013 - Present
- Managed patient movement throughout the clinic
 - Maintained flow of the clinic
 - Managed lab tests and results
 - Managed patient communications in the office and via phone calls
- Head Testing Technician** 2013 - Present
- Performed diagnostic testing of patients

VOLUNTEER EXPERIENCE

Willie Mae Stokes Community Center, Gainesville, FL

- Afterschool Program Aid/Assistant** August 2021 – May 2022
- Assisted children K-12 with their afterschool homework
 - Managed approximately 30 children during homework and free time, averaging 20 hours a week
 - Implemented new community center protocols, such as “Homework Sign-Out,” to track student accountability
 - Operated administrative responsibilities, such as revamping the center’s records and documents
 - Organized and maintained the community center’s work areas and play areas

Winning Reading Boost, Gainesville, FL

- Mentor and Tutor** January 2019 - April 2019
- Instructed students over a semester, averaging 8 hours a week
 - Facilitated lessons in mathematics, reading, and critical writing
 - Motivated students to use healthy emotional coping skills to foster resiliency
 - Encouraged students to use healthy interpersonal conflict management skills

SKILLS

Technical Skills: Certified Microsoft Office Specialist May 2017
 Certified in Youth Protection Training January 2021 - January 2022
 Certified in FERPA Basics January 2021 - January 2022
 Certified in IRB Training September 2020 - September 2023

REFERENCES

Dr. Emily Rine Butler

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Kate Fletcher

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