

# Hannah Fields

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## Summary

Multi-faceted and reliable individual with experience in editorial, digital, publishing, and marketing. Proven success with social media, project planning, deadline completion, and writing for publication.

## Employment

### **Digital Content Management Specialist**, Mayo Clinic, Oct. 2023 – Present

- Manage the Mayo Clinic School of Health Sciences Alumni Association (MCSHSAA) website
- Serve as an officer on the MCSHSAA Board of Directors
- Plan and manage MCSHAA events and activities
- Create and manage the MCSHSAA newsletter, *Vital Signs*
- Design graphics as needed for Mayo Clinic Alumni Association use
- Proofread and edit online and print publications as needed

### **Digital Editor (Contract)**, Specialty Coffee Association, Oct. 2023 – Feb. 2024

- Assisted in the editing and production of *25* magazine
- Created and schedule social media content for *25*
- Created and schedule MailChimp content for *25*
- Updated SCA web content as needed using Squarespace
- Assisted in other editorial and production projects as needed

### **Communications Coordinator**, Christian Connections for International Health, June 2021 – Oct. 2023

- Updated and managed web pages as needed
- Wrote various copy for blogs, newsletters, and web
- Created and distributed the company newsletter, *Connector*, using Constant Contact
- Handled social media accounts (Facebook, Instagram, Twitter, and LinkedIn)
- Created brief informational videos to be used on company website and more
- Assisted in the planning of webinars, annual company conference, and more for international audiences
- Proofread and edited various written content (ex. policy briefs, donor letters, etc.)
- Designed various online and print materials using Canva, InDesign, and other Adobe products

### **Digital Coordinator/Editorial Assistant (Contract)**, American Academy of Political and Social Science, March 2022 – May 2023

- Created and distributed marketing materials as needed
- Updated web pages and graphics as needed
- Created and disseminated the AAPSS Social Science *Dispatch* Newsletter using MailChimp
- Served as editorial assistant in the creation and production of the AAPSS *ANNALS* Journal

### **Assistant Multimedia Specialist**, Texas Tech University College of Human Sciences, Nov. 2019 – June 2021

- Updated and managed website pages as needed
- Wrote web articles, alumni bios, and other web and social media copy
- Handled social media accounts (Facebook, Instagram, Twitter, and LinkedIn)
- Assisted in editing videos to be used on the college website and social media channels
- Designed graphics to be used on the college website and social media channels
- Created and design newsletters for various departments within the college
- Managed and mentored interns working within the college

**Senior Editor**, Texas Tech University Office of Research and Innovation, Nov. 2016 – Sept. 2018

- Copyediting and proofreading (various)
- Wrote, edited, and publicized content for the department's *Focus* blog
- Liaised with TTU Press for book-related content
- Managed and created content for TTU Research and Provost social media accounts
- Assisted in the writing, editing, production, and publicity of the department's award-winning magazine, *Discoveries*

**Web Journalist/Web Marketer**, Marketing and Communications, Lubbock Christian University, Aug. 2014 – Aug. 2015

- Wrote news stories and press releases about university accomplishments, campus events, etc.
- Wrote featured profiles of students, faculty, and alumni
- Edited and contributed to the university's bi-annual magazine, *Reflections*
- Handled the university's social media accounts
- Developed SEO for the university's website
- Helped organize and publicize campus events (Dead Sea Scrolls exhibit, Douglas Gresham campus visit, etc.)

**Education****MLitt Publishing Studies** University of Stirling, August 2016

- Academic Interests – Editing, Marketing, Publicity, Industry Diversity
- Dissertation Topic: *Whitewashed: How Publishing Has Stifled the Multicultural Voice*

**B.A. English** Lubbock Christian University, August 2012

- Academic Interests – Creative Writing, Shakespearean Studies, English Literature

**Freelance Projects****Writing**

- Worked on a contractual basis with Pearson to create educational passages for state testing
- Wrote bio sketches of women suffragists for *Women and Social Movements in the United States*
- Commissioned by PowerKids Press to write two non-fiction books in a series for elementary school students: *Keeping Warm with Fur and Fat* (2017) and *Is A Guinea Pig the Right Pet for Me?* (2020)

**Editing**

- Copyedited and proofread manuscripts for Lion Hudson
- Copyedited textbook pages for Fountainhead Press
- Copyedited and assisted in production of nonfiction publications for Saraband Books
- Commissioned by PowerKids Press to line edit four non-fiction books in a series for elementary school students (*Spotlight on Weather and Natural Disasters*, 2017)

## Honors and Awards

- Gold 2018 ADDY Award for Digital Publication
- Bronze 2018 CASE Award for Digital Publication

## Additional Information

- Active experience with AP, APA, and Chicago formats
- Active experience with InDesign, Lightroom, Premier Pro, and Photoshop
- Active experience with Microsoft Office
- Active experience with Canva
- Former Social Media Officer for the Society of Young Publishers Scotland Committee (2019)
- Served as a University of Stirling Arts and Humanities Conference Committee member (2019)
- Served on the 2015 and 2018 Saltire Society Shadow Judging Panels (Poetry)

## References

- Abby Reed, Executive Director, Family Guidance and Outreach Center of Lubbock; #5 Briecroft Office Park, Lubbock, TX 79412; abby@lubbockfamily.org; (806) 747-5577
- Kathy Erb, Communications Director, Christian Connections for International Health; 5810 Kingstowne Center Dr., Suite 120-764, Alexandria, VA 22315; kathy.erb@ccih.org; (301) 525-2881
- Tom Kecskemethy, Executive Director, American Academy of Political and Social Science; 220 South 40th Street, Suite 201-E, Philadelphia, PA 19104; thomask@asc.upenn.edu; (215) 746-7321