

CARA HILL

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37212

PROFILE

DPT POTUS Fellow at Tennessee State University with experience across multiple industries. Team player with extensive experience in coordination, organization, event planning, research, project management, copywriting, editing, administrative support, and resourcefulness.

EDUCATION

Doctorate of Physical Therapy Student — Tennessee State University, present

Chattanooga State Community College, Chattanooga, TN — Associate of Science, 2021
cum laude

University of Tennessee, Knoxville, TN — Bachelor of Arts, 2017

EXPERIENCE

Design Assistant, Kate Williams Design; Nashville, TN — 2023–Present

- Oversee multiple projects at a time – working with wholesale vendors to guarantee a smooth process from ordering to installation.
- Execute the day-to-day functions of the business including returns, billing, and merchandising product.
- Orchestrate organization for our office space, storage unit, and maintain a system so spaces remain presentable and decluttered.

Marketing Associate, Bank Director; Brentwood, TN — 2023

- Pulled analytics across social, email, and web platforms using Google Analytics and conducted monthly reports to send to all employees.
- Created and scheduled several social media posts per week across Twitter, LinkedIn, and Facebook accounts.
- Assisted in backend maintenance of the website, including promo codes, ensuring visibility of posts, etc.

People Coordinator, Ambition Solutions; Chattanooga, TN — 2021–2022

- Managed several human resource initiatives using Asana to establish smooth processes as the company grew from 65 to 120 employees.
- Designed, ordered, and distributed company swag for all team members.
- Responsible for onboarding new hires and crafting messaging across various platforms (slack, welcome boxes, celebration letters, etc.) to increase employee engagement.
- Created Philanthropy Fridays and Mental Health Mondays to expose employees to nonprofits our coworkers were involved in and bring mental health to the workplace.
- Planned company wide virtual and in-person events to bring awareness to internal and external initiatives.

Receptionist, HarperCollins Publishing; Nashville, TN — 2018–2019

- Responsible for hosting authors, placing large orders for events, and cross-departmental communication.
- Cultivated an employee interest group drawing in people from multiple departments to create camaraderie in the workplace, resulting in one participant launching a newsletter that's still running today.

Lead Teacher, High Hopes Inclusive Preschool and Development Center; Franklin, TN — 2017-2018

- Lesson planned each day, integrating gross and fine motor activities and age-appropriate lessons for circle time.
- Worked with speech and feeding therapists, OTs and PTs to remain aligned on goals for each child.