

# Joshua M. Hanna

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## EXPERIENCE

*University of Georgia, Athens, GA*

**Administrative Manager I, Discover Abroad** **October 2015 – Present**  
**Warnell School of Forestry and Natural Resources**

Supports 12-15 global programs in **sustainability** through **logistics** (reservations, itineraries, payments, reimbursements) and **academics** (course sectioning, registration, and content delivery), affecting 350+ students and 20+ instructors and program staff per year. **Manages** budgets totaling over \$1.5M.

**Supervises** one full time staff member and 12 part-time student workers regarding **marketing, recruitment, and customer support.**

- Runs on-the-ground support for programs in Hawaii, New Zealand, Australia, and Fiji – Ongoing
- Presented on staff panel at Study Away Program Development Workshop – Fall 2019
- Led subunit in financial systems overhaul – Fiscal Year 2019
- Served on Global Education Advisor hiring committee – Fall 2018
- Promoted from Administrative Specialist I – December 2017
- Led subunit in student tracking system overhaul – Fall 2015

**Administrative Specialist I, Linguistics Department** **November 2012 – September 2015**

Served as the **sole administrative support** for the Department, including front-end **customer support** as well as **fiscal management** (faculty hiring and promotion and tenure, payroll, purchasing, reimbursement, and budget management) and academics (graduate admissions, course sectioning, and undergraduate academic advising). Directly assisted the Department Head and Graduate Coordinator.

- Oversaw septennial unit review – Fall 2015
- Developed graduate teaching assistant handbook and policies – Spring 2015
- Led unit in student information system overhaul – Fall 2014

## EDUCATION

MA Linguistics, University of Georgia	May 2014
BA Linguistics with Honors, University of Georgia	May 2010
BS Mathematics with Honors, University of Georgia	May 2010

## HOBBIES AND INTERESTS

**Information Technology** – Web development (HTML/CSS), content management (WordPress, Drupal, Jekyll), database management (Excel, Access), collaborative technology (Google Drive, OneDrive)

**Personal Finance** – Financial planning, expense tracking, spend analysis

**Property Management** – Landlord since December 2014

**Outdoor Adventure Sports** – Biking, camping, hiking, running

**Horticulture** – Permaculture, tropical houseplants

**Yarn Arts** – Crocheting and knitting