

## **William ‘Will’ Deery**

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### **Education:**

**Hamline University: (2018-2022) 3.8 GPA, Magna Cum Laude**

**Degree:** Bachelor of Arts: English with a Concentration in Professional Writing, Minors in Communication Studies and Digital Media Arts.

**University of Minnesota: (2022-2024) 4.0 GPA**

**Degree:** Master of Science in Scientific and Technical Communications, Minor in Educational Psychology

### **Key Skills:**

- Clear Writing Style
- Attentive to detail
- Proficient in HTML and XML
- Excels in group and individual work
- Creative and quick thinker
- Proficient in Google Suites
- Microsoft Office experience
- Adobe Suite experience

### **Work Experience:**

**Technical Specialist, *Hubbard School of Journalism and Mass Communication*** November 2023-Present

- Working alongside technical support staff to support student technical needs. This includes equipment checkout, maintenance, and inventory
- Documenting equipment best practices and drafting quickstart guides for students and staff to utilize available equipment effectively. This includes guides for physical equipment as well as audio software
- Providing in-classroom or in studio demonstrations and training as well as provide continuous in-person support as needed

**Front-End Team Member, *Target Vadnais Heights*** Summer 2017-Present

- Worked with guests to ensure they received the best treatment possible
- Conducted work as a team as well as individually to help the Vadnais Target function

**Admin Assistant, *Hubbard School of Journalism and Mass Communication*,** September 2023-November 2023

- Balancing multiple projects simultaneously while also providing support to the Hubbard School’s Chief of Staff and Director
- Drafting documents, working with guests of the department to ensure they have the best experience possible, and structuring schedules to make sure the department runs well

**Primary Administrative Assistant, *Hamline University*** Spring 2019-May 2022

- Managed and designed social media content for Instagram, Facebook, and Twitter.
- Delivered monthly emails to around 100 staff and students in the department.
- Led advertisement campaigns and hosted events both before and during Covid procedures.

### **Notable Projects:**

- **Usability Advocate for Hamline Elementary Project:** Designed and conducted research in collaboration with Hamline Elementary to make their community resource room more user-friendly. Team focused on creation of icons that bypassed the need for written instruction and mapping of the resource room, as well as the creation of a donation center for the resource room. Potential users of the room now were able to find where the room was and what they needed from it with ease.

- **Copy Editor for the Hamline University History Department:** Worked under a quick deadline to analyze and provide editorial advice/critique for significant senior thesis.
- **Audio Editor/Producer, *Hamline University Center for Justice and Law*:** Collaborated with Ostara Prison Birth Initiative and MN Doula Project in order to design effective audio for end of school semester presentations. Worked with students on a tight deadline to record original scripts for use in both a podcast and video series. In charge of scheduling, equipment rental, and student calendar upkeep. Produced audio tracks for a total of 5 videos and 10 podcast episodes. Link [here](#)