

## *Hannah Elizabeth Strang*

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### **WORK HISTORY**

Freelance Writer and Editor – Various Projects (January 2023-Present)

- ❖ *Responsibilities:* Connecting with clients via social media platforms (e.g. Discord, Twitter/X, LinkedIn) and email; providing daily to weekly updates on projects; collaborating with cocreators on marketing campaigns. Notable projects include writing and facilitating live action game experiences at the [Ohio](#) and [Tennessee](#) Renaissance Festivals as Director of Narrative Experience for [Roll Your Destiny LLC](#), lead writer and editor for [Coming Out of Mimiclandia](#), editing for Troika, Good Society, OSE, and D&D 5e, and editing/proofreading for [eScribers](#) and [The Urban Writers](#).

Verbatim Hearing Recorder – Independent Contractor with StratComm Inc (September 2023-Present)

- ❖ *Responsibilities:* Coordinating hearings for the Social Security Administration Office of Hearing Operations; setting up and testing recording equipment; contacting all hearing participants and ensuring calls are facilitated smoothly; typing notes on hearings in real time; completing paperwork on hearing content and judges' decisions to be submitted at end of day.

Project Coordinator – Calibre Scientific (August 2022-October 2022)

- ❖ *Responsibilities:* Developing project plans that span four states and eight countries in scope; delivering plans to senior leadership and other stakeholders to ensure adequate buy-in and support across the organization; collaborating with and coordinating stakeholders internationally on key projects dictated by existing business strategy; sorting through large quantities of data and creating intelligible documents based on this information to facilitate efficiency and clarity of expectations throughout the organization.

Communications Specialist – Calibre Scientific (April 2021-August 2022)

- ❖ *Responsibilities:* Collecting information from Senior Leadership, Finance, HR, Operations, and other departments throughout the organization for compilation and dispersal across four states and eight countries (including coordination of translation and distribution across six time zones); serving Marketing team needs by editing, copy-editing, and proofing of any document intended for external viewing and/or distribution; developing plans for marketing campaigns and executing these campaigns through LinkedIn; strategizing with and coordinating the Creative team on development of innovative tactics for marketing and branding for the organization and its products; creating policies for the Finance team and other departments to comply with ESG regulations and LEAN practices.

Executive Assistant – Calibre Scientific (January 2018-April 2021)

- ❖ *Responsibilities:* Editing technical and personal documents, including Word Docs, PowerPoints, PDFs, and InDesign Docs; note-taking for executive meetings; strategic planning of business operations; project management and collaboration with businesses in four states and three countries in areas of Quality Assurance, Strategic Planning, and HR; bringing four US businesses and one UK business under the same ISO 9001:2015 certification.

Intern Editor for Mid-American Review (Academic Year 2015-2016)

- ❖ *Responsibilities:* Editing and copy-editing creative works written by graduate students for the purpose of publication in Bowling Green State University's graduate literary magazine; reading submissions and selecting outstanding pieces to submit for discussion amongst the Mid-American Review staff; meeting with teams of graduate students and fellow interns to discuss selected short fiction and poetry for inclusion in the next published edition of the Mid- American Review.

## EDUCATION

Graduated Bowling Green State University 2017; Double Major; GPA 3.975

- ❖ BA Philosophy
- ❖ BA Literary & Technical Editing
- ❖ BGSU Honors Student Association (2013)
- ❖ Phi Kappa Phi Honors Society Member (2017)

Graduated Bowling Green High School 2013; Class Rank: 12 out of 238

- ❖ Member of International Thespian Society (2011); Honors Thespian (2013)
- ❖ Member of National Honors Society (2012)

## SKILLS

- ❖ Proficient in Microsoft Office Suite, Google Suite, Canva, and some Adobe Suite products
- ❖ Experienced digital event coordinator using Discord, Zoom, GoToMeeting, and Microsoft Teams
- ❖ Research, note-taking, and data compilation and analysis
- ❖ Audio editing

## EXPERIENCES

- ❖ Booth exhibitor and 1-4 hour game demos at conventions including [GenCon](#), [Origins](#), and [MAGFest](#) for 3 years
- ❖ ISO 9001 Coordinator (2018-2020) – In-person coordination in Washington, California, Kansas, and Ohio, remote coordination in Sheffield, United Kingdom
- ❖ Technical Editing Consultant for the Innovative Users Group (2017)
- ❖ University of Colorado Boulder's Summer Seminar in Philosophy (Summer 2017)
- ❖ Assistant Director of Youth Outreach at Redeemer Lutheran Church – Responsibilities included creating a self-designed full day scavenger hunt for children ages 5-16 (Summer 2014-2015)

## INTERESTS/HOBBIES

- ❖ Writing – [Personal blog](#) with infrequent posts and [hobbyist writing](#) of tabletop roleplaying content, short stories, poetry, and experimental worldbuilding.
- ❖ Board Games – D&D 5e player of 8 years and Dungeon Master of 6 years, experience with other tabletop rpg systems such as Cypher, World of Darkness, Monster of the Week, Good Society and more; regular participant in game nights with friends and at local game stores (and frequent interpreter of the rules!)
- ❖ Creative Consulting – Regular advisor of fellow content creators on fictional world-building, prospective game design concepts, and other creative endeavors
- ❖ Foreign Language Study – Study of Japanese (near N5 level), Portuguese, Gaelige, and French through language-learning applications

## REFERENCES

- ❖ David Schirduan aka [Technical Grimoire](#), Previous Editing Client
  - 843.693.9944 or [technicalgrimoire@gmail.com](mailto:technicalgrimoire@gmail.com)
- ❖ Dr. Benjamin Travis, Previous Supervisor and CEO of Calibre Scientific
  - 419.450.3624 or [btravis@calibrescientific.com](mailto:btravis@calibrescientific.com)
- ❖ Abigail Cloud, Supervisor at Mid-American Review, Professor at Bowling Green State University
  - 419.372.9686 or [clouda@bgsu.edu](mailto:clouda@bgsu.edu)
- ❖ Dr. Jo Beth Gonzalez, Director of Theatrical Arts, Bowling Green High School
  - 419.601.1067 or [jgonzalez@bgcs.k12.oh.us](mailto:jgonzalez@bgcs.k12.oh.us)
- ❖ Theresa Dunn, Former Model UN coordinator and High School Honors Teacher
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