

# Jamie M. Hull

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## Education

Uppsala University, 2014–

– Credits in Masters Program of Government

University of Massachusetts, Boston 2009–2012

– Bachelor of Arts in Political Science

## Strengths

Database Management

Website Hierarchy and Structure Management

Experienced in Optimization of Existing Systems

Social Media Management and SEO Tactics

Travel Coordination (Domestic & International)

Native English Speaker

## Recent Work History

Data Consultant

Sveriges Riksbank, Winter 2014 – Current

Aiding Sweden's central bank with data compilation and presentation for an ongoing project that is slated for completion in early 2015.

Figure Skating Instructor

Nacka Teamåkningsklubb, Fall 2013 – Current

Figure skating coach of both beginner and advanced levels with the Nacka Synchronized Skating Club part time. Classes typically consist of eight to fifteen skaters, with instruction given in Swedish.

Webmaster, Database Management & Office Staff

The Skating Club of Boston, Spring 2006 – Spring 2013

During my seven years, I managed around ten websites at a given time, as well as designed and created both a new online enrollment system for classes as well as a database system for scheduling. Other tasks included content editing, schedule management and optimization, general office work, email campaigns, assisting in the organization of events and programs, as well as providing IT support to the other office staff at our headquarters and satellite locations.

## Webmaster & Social Media Manager

Partners In Development, Inc, Fall 2009 – Current

As-needed position with a Boston area non-profit managing their web presence. Duties include, but were not limited to, social media outreach, press release writing, fielding media inquiries, content editing, email marketing, restructuring internal methods and formatting as well as maintaining their three websites.

## Freelance Web Manager & Administrative Assistant

Fall 2009 – Current

Over the years, I have consistently had minor freelance work on the side as well, typically either for website creation/design, logo/branding work, database help or data consulting, all passed on to me through word of mouth.

## Software Experience

- Microsoft Office Suite
- Adobe Creative Suite
- HTML
- CSS
- WordPress CMS
- Aweber, Constant Contact
- Final Cut Pro
- Windows, Mac OS X & Linux Ubuntu/Mint

## Additional Notes

American Citizen in possession of a longterm Uppehållstillstånd visa, permitting me to live and work in Sweden.