

# CORTNEY HAMILTON

(859) 583-8755

cortneyjhamilton@gmail.com

cortneyhamilton.com

linkedin.com/cortney-hamilton

## Skills

MS Office

G Suite

MailChimp

WordPress

## Languages

- Spanish - Fluent
- Catalan - Advanced
- Portuguese - Intermediate

## Interests

- Sewing and quilting
- Anglophile
- Avid reader of The New Yorker

## Education

PhD	Stanford University – Iberian & Latin American Cultures	2019
MA	New York University – Spanish Literary & Cultural Studies	2012
BA	Centre College – Spanish & Art History	2011

## Work Experience

### **Content Strategist, Part-Time** **Sept. 2018-present**

*Stanford University Division of Literatures, Cultures, & Languages*

- Developed editorial calendar with evergreen and seasonal features and wrote web content to increase visibility of notable scholarly achievements
- Collaborated with cross-functional digital production team, regularly meeting with editors and designers to ensure unified voice and tone

### **Content & Communications Strategist, Part-Time** **April 2018-present**

*Stanford University Career Center (BEAM)*

- Led needs finding to define gaps in service to stakeholders; leveraged insights to develop more targeted and effective programming to grow engagement, foster skill building, minimize anxiety, and build confidence
- Advised Assistant Dean on rebranding and redesigned communications strategy to meet growth objectives
- Managing all career-related communications to Stanford's 10k+ graduate students; conducting A/B testing of email and post-campaign analysis

### **Doctoral Researcher, Stanford University** **2012-present**

- Sole project manager and author of book-length manuscript; synthesized multilingual findings with original research to present compelling argument
- Ideated concept and feasible scope; developed timeline to drive completion

### **Faculty Research Assistant, Stanford University** **2012-present**

- Sourced Spanish language research materials for Dr. Lisa Surwillo, including archival material; coordinated with international libraries; provided editing support and prepared preliminary background research dossiers

### **Spanish Language Teacher** **2012-present**

- Taught 12+ classes at Stanford University and the City College of New York
- 98% of students achieved target language proficiency; received an average rating of 4.92/5.00 for teacher effectiveness on student evaluations

### **Teacher and Program Designer – UCETAM (Madrid, Spain)** **2012-2013**

- Taught science in English to ages 3-18 in tandem with Spanish curriculum

## Leadership Experience

### **Co-Chair, Stanford Programming Board** **2015-16**

- Offered creative and strategic support to 50+ members planning social events to serve 10k+ graduate students; managed annual budget of \$45k+

### **Community Associate, Stanford Graduate Life Office** **2015-16**

- Fostered connections among globally diverse resident population by designing social and educational events that facilitated interdisciplinary exchange, intercultural understanding, and community belonging

### **Graduate Student Representative** **2015-16**

*Stanford University Dept. of Iberian and Latin American Cultures*

- Elected as student voice in all departmental affairs; designed needs assessment to understand and solve problems; initiated a now-permanent cycle of feedback; worked with Dept. Chair to implement new processes