

# CORTNEY HAMILTON

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## 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

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|-----|---|------|
| 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

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|--|---------------------------|
| <b>Content Strategist, Part-Time</b><br>Stanford University Division of Literatures, Cultures, & Languages   | <b>Sept. 2018-present</b> |
| <ul style="list-style-type: none"><li>• Developed editorial calendar with evergreen and seasonal features and wrote web content to increase visibility of notable scholarly achievements</li><li>• Collaborated with cross-functional digital production team, regularly meeting with editors and designers to ensure unified voice and tone</li></ul> |                           |

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|--|---------------------------|
| <b>Content &amp; Communications Strategist, Part-Time</b><br>Stanford University Career Center (BEAM)  | <b>April 2018-present</b> |
| <ul style="list-style-type: none"><li>• 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</li><li>• Advised Assistant Dean on rebranding and redesigned communications strategy to meet growth objectives</li><li>• Managing all career-related communications to Stanford's 10k+ graduate students; conducting A/B testing of email and post-campaign analysis</li></ul> |                           |

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|---|---------------------|
| <b>Doctoral Researcher, Stanford University</b>   | <b>2012-present</b> |
| <ul style="list-style-type: none"><li>• Sole project manager and author of book-length manuscript; synthesized multilingual findings with original research to present compelling argument</li><li>• Ideated concept and feasible scope; developed timeline to drive completion</li></ul> |                     |

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|--|---------------------|
| <b>Faculty Research Assistant, Stanford University</b>   | <b>2012-present</b> |
| <ul style="list-style-type: none"><li>• 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</li></ul> |                     |

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|---|---------------------|
| <b>Spanish Language Teacher</b>   | <b>2012-present</b> |
| <ul style="list-style-type: none"><li>• Taught 12+ classes at Stanford University and the City College of New York</li><li>• 98% of students achieved target language proficiency; received an average rating of 4.92/5.00 for teacher effectiveness on student evaluations</li></ul> |                     |

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|--|------------------|
| <b>Teacher and Program Designer – UCETAM (Madrid, Spain)</b>   | <b>2012-2013</b> |
| <ul style="list-style-type: none"><li>• Taught science in English to ages 3-18 in tandem with Spanish curriculum</li></ul> |                  |

## Leadership Experience

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|---|----------------|
| <b>Co-Chair, Stanford Programming Board</b>   | <b>2015-16</b> |
| <ul style="list-style-type: none"><li>• Offered creative and strategic support to 50+ members planning social events to serve 10k+ graduate students; managed annual budget of \$45k+</li></ul> |                |

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|--|----------------|
| <b>Community Associate, Stanford Graduate Life Office</b>  | <b>2015-16</b> |
| <ul style="list-style-type: none"><li>• Fostered connections among globally diverse resident population by designing social and educational events that facilitated interdisciplinary exchange, intercultural understanding, and community belonging</li></ul> |                |

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|---|----------------|
| <b>Graduate Student Representative</b><br>Stanford University Dept. of Iberian and Latin American Cultures  | <b>2015-16</b> |
| <ul style="list-style-type: none"><li>• 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</li></ul> |                |