

# Hannah M. Wood, SHRM-CP

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## *Career Aspiration*

I am eager to contribute my skills in civic education, community engagement, and promoting student success in an educator capacity that complements my extensive community involvement with civic engagement educational programming. I am passionate about leveraging this experience to drive impactful initiatives within your institution, fostering a culture of engagement, responsibility, and meaningful impact.

## *Summary of Work Experience*

I am a highly motivated self-starter with over 10 years of experience in project and program management in the national laboratory setting and civic education and engagement experience in the non-profit setting. I approach problem solving with an analytical eye and critical thinking mindset. I am an active learner with excellent communication and writing skills, and the ability to analyze issues and proactively implement solutions.

## *Qualifications*

- Active DOE Q Clearance
- Lean Six Sigma (LSS) Green Belt
- SHRM – Certified Professional
- Experienced Project Manager
- DOE Training Skills Qualification Program (TSQP) Training Manager

## *Education*

**2024 | Masters of Science in Project Management** | University of New Mexico | GPA: 4.11

**2014 | Masters of Public Administration, Human Resources** | University of New Mexico | GPA: 4.12

**2011 | Bachelor of Arts in Poli. Sci. & English** | University of New Mexico | GPA: 4.04 (summa cum laude)

## *Professional Experience*

### **Los Alamos National Laboratory (LANL)**

2019-present | Los Alamos, NM

Technical Project Manager 4

2020 DOE Defense Programs Award of Excellence

DOE TSQP Training Manager

Developed and led a cross-functional team to implement a new onboarding and training program, reducing initial training cycle time by over 50%, improving employee experience and retention, and addressing gaps in the baseline training requirements for hires within the directorate for Weapon Production. Managed a team of 20 and oversaw up to 85 New Employee Training (NET) Academy participants for two years before transitioning to program management. Led initiatives to identify and establishing metrics for cyclical and on-demand reporting. Leveraged project management tools like MS Project, Kanban, and A3 to streamline onboarding efforts. Provided training for cross-functional teams in tools, processes, and Laboratory initiatives.

### **YMCA New Mexico Youth & Government Program**

2015-present | Albuquerque, NM

State Director

Implement youth development programming for middle and high school students, including strategic planning, leadership training, instruction, budget management, and conference program execution. The program is a non-partisan initiative for youth to gain an understanding of the workings of state government and to discuss the issues relevant to them and their communities. Train students on legislative, judicial, and executive functions of government. Emphasis on instilling civic engagement values, servant leadership, and a problem-solving mindset in New Mexico's future leaders. This role includes interfacing with public officials, school representatives, non-profit management, students, teachers, and donors. Manage grant writing and reporting to secure and maintain annual funding. Chaperone annual trips locally and out-of-state, supervising students on travel.

**Sandia National Laboratories**

2013-2019 | Albuquerque, NM

Human Resources Specialist (Senior)

Led cross-functional project teams to implement process improvements, track projects, and develop and execute solutions. Established metrics to calculate student intern conversion rates and reduced paperwork for line managers. Supported 1,000+ interns annually with HR processes, ensuring policy and legal compliance.

Progressed from a Support (non-exempt) role to Specialist (exempt) and Senior staff positions. Provided training for cross-functional and cross-site (New Mexico/California) teams in lab-wide initiatives.

*Future Leader Pathways Program, Inaugural Class of 2018*

- Selected as one of thirty early-careered professionals to participate in the inaugural program.
- Training in leadership, coaching, Positive Psychology, Emotional Intelligence, and Olympian Thinking.

**University of New Mexico**

Albuquerque, NM

Senior Academic Advisor, University Advisement Center

March 2012 to May 2013

- Advise prospective, transfer, and current University College students in admission and graduation requirements for all degree granting colleges at the University of New Mexico
- Understand and explain University policies, such as grade replacements, academic renewal, probation, and academic suspension, etc.
- Assist new students in registering for classes and building semester schedule

**University of New Mexico**

Albuquerque, NM

Admissions Advisor, Admissions Office

January 2012 to March 2012

- Evaluate applications for completeness, residency, and to identify potential admissions problems
- Advise and communicate to students what information is needed by the University for admission
- Evaluate documents for transfer information, residency, citizenship, and other important student details

**Teach for America Summer Institute**

Philadelphia, PA

English 9 Teacher

Summer 2011

- Develop and implement curriculum in a five-week summer school.
- Collaborate with a team of veteran and new teachers to strategize for increasing student achievement.
- Attend six research based courses including: *Instructed Planning and Delivery*, *Secondary Literacy*, *Classroom Management and Culture*, *Teaching as Leadership*, and *Learning Theory*

**University of New Mexico**

Albuquerque, NM

Project Coordinator, Student Employee, Dean of Students Office

September 2010 to May 2011

- Collaborate in planning and leading diversity training for 2011 New Student Orientation Staff
- Lead forums and discussion groups to evaluate and determine effectiveness of New Student Orientation Program in order to implement a more beneficial program for a diverse population of students
- Member of team to plan and coordinate 2011 New Student Orientation program, Transfer and Non-Traditional Student Program, and Family Connection Program

**University of New Mexico**

Albuquerque, NM

New Student Orientation Leader, Dean of Students Office

Summer &amp; Winter 2008, 2009, 2010

- Guide groups of 10-18 new students in registering for classes and becoming familiar with UNM campus
- Provide guidance for student needs regarding classes, schedules, additional resources and programs
- Facilitate group discussions on diversity, substance abuse, campus safety, and sexual harassment
- Supervise Session Check-In Preparation Team of seven orientation leaders (2010)

## *Civic Engagement*

### **East Mountain High School Foundation Board**

2019-present | Sandia Park, NM

Member at Large

Participate in strategic planning and financial decision making for the East Mountain High School Foundation, which manages the lease-purchase agreement and facilities for the East Mountain High School (APS Charter School) and the future financial planning for facility expansion projects.

### **Fred Harris Congressional Internship Program**

Spring 2009 | Washington, DC

- Served as a congressional intern in the office of Congressman Harry Teague, gaining firsthand experience in legislative processes, constituent services, and the daily operations of a congressional office.
- Develop internship role and responsibilities for internship program in Washington, DC office of Congressman Harry Teague, New Mexico Congressional District 2.

### **New Mexico Legislative Internship Program**

Spring 2007 & Spring 2008 | Santa Fe, NM

## *Systems/Tools Proficiency*

Proficient at: Database development and management, form and survey development, website development, tool integration, record management. Extremely fast learner with a wide variety of digital platforms.

MS Office Suite (Outlook, Excel, Word, PowerPoint, Access, Visio, Project), AirTable, P6, ServiceNow (admin), Oracle (HRIS, manager user and self-service), PeopleSoft (HRIS, HR admin and self-service), UTrain (LMS, admin), EIMS FileNet (Record Management, admin), EDRMS (Record Management, user), SharePoint (admin), website development (Wix, Nationbuilder, WordPress), Make.com (web automation and integration), Banner (backend user, student user), LoboAchieve (admin, user).

## *Honors and Awards*

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|---|-------------------------|
| • Youth and Government Professional Association (YGPA) Council Member | 2024-present            |
| • East Mountain High School Speech & Debate Tournament Judge          | 2012-2015               |
| • Rosenthal Fellowship Award, School of Public Administration         | Fall 2014               |
| • Youth & Government Outstanding Dedication Award                     | April 2014              |
| • Mountainview Elementary Science Fair Judge                          | 2013-2014               |
| • Keynote Speaker, YMCA Youth & Government Orientation                | January 2014            |
| • Graduation Keynote Speaker, East Mountain High School               | May 2011                |
| • UNM Alumni Citizens Award   | April 2011              |
| • Founding President of NM Youth & Government Alumni Association      | 2008-2011               |
| • Elections Commissioner, ASUNM                                       | August 2010 to May 2011 |
| • Dean's List, College of Arts & Sciences, University of New Mexico   | Fall 2006 to May 2011   |