

HANK KENNEDY

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EDUCATION

- University of Nevada, Reno** Reno, NV
Bachelor of Science in Finance, Expected June 2029
- Bishop Manogue Catholic High School** Reno, NV
High School Diploma

RELEVANT EXPERIENCE

- Desert Research Institute – Reno, NV** July 2023 – Present
Education Assistant
- Developed educational materials based on scientific research, requiring strong attention to detail and accuracy.
 - Translated complex research concepts into clear, accessible content for K–12 audiences.
 - Collaborated with researchers and educators to organize and distribute instructional resources statewide.
 - Maintained organized documentation and ensured timely completion of projects.

SKILLS

- Strong written and verbal communication
- Research and analytical skills
- Attention to detail and organization
- Microsoft Office (Word, Excel, PowerPoint)
- Time management and multitasking
- CPR Certified

VOLUNTEER EXPERIENCE

- National Honor Society – Tutor** Sept 2024 – June 2025
 - Provided academic support to fellow high school students, helping improve understanding of coursework through clear explanations and patience.
- Nevada Center for Excellence in Disabilities – Tennis Buddies** May 2024 – July 2024
 - Built positive relationships with youth with disabilities through sports and mentorship, demonstrating communication and adaptability.
- Think Kindness Costa Rica Mission – Volunteer** July 2023
 - Assisted staff with community projects and engaged with youth at an orphanage in La Fortuna.
- Community Foundation of Northern Nevada – High School Giving Circle** Sept – Dec 2023
 - Reviewed nonprofit financial documents, including 990 forms, and evaluated grant proposals.
 - Collaborated with a team of students to allocate \$10,000 in funding to local nonprofits, strengthening analytical and decision-making skills.
- I Can Bike Program – Volunteer** June 2022
 - Taught children with Autism and Down Syndrome how to ride bicycles, fostering encouragement and confidence in a supportive environment.