

# J. Whitney Evans

jwhitwhiteevans@gmail.com

www.whoisjwhit.weebly.com

478.387.8686

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**Profile:** Demonstrated leadership in executing innovative, creative, and highly successful experiential education ventures. Driven by high accomplishments, as well as learning and teaching through humbleness. A personality devoted to the joy of interacting with others and the passion of doing what I love

**Education:** Georgia College & State University, Milledgeville, GA

Bachelor of Science in Psychology

Bachelor of Science in Outdoor Education

--Maintained a 3.16 GPA overall, as well as a 3.6 within majors

-Achieved Dean's List

-Assistant Teacher at the Outdoor Education Center at Georgia College: Taught at both the graduate and undergraduate level

**Work Experience:**

**Georgia College & State University, Milledgeville, GA**

Departmental Administrative Assistant, 2009-Present

- Complete student files, order supplies using a campus wide operating system, People Soft
- Assist in maintaining hundreds of thousands of dollars for department's administrative accounts
- Attend departmental meetings and coordinate all faculty calendars
- Supervise two of department's staff through assigning tasks and duties

**The Outdoor Education Center at GCSU, Milledgeville, GA**

Lead Facilitator, 2007-2011

- Review client intake for programs to determine appropriate goals based on objective needs
- Design and implement various programs among hundreds of personnel and participants
- Direct staff through programs by supervising belaying, setting up the challenge course, ensuring safety code standards and reviewing medical and intake forms

**Liberty Title Company, LLC, Kennesaw, GA**

Post-Closer Assistant and Receptionist, 2003-2005

- Finalized the processes of completing all residential titles
- Organized packages for lenders after property deeds were signed at closings
- Filed and reviewed completed paperwork
- Answered phones, entered data when titles received, greeted people entering the office
- Developed a how-to handbook with steps in distributing packages efficiently to lenders as a resource

**Key Skills & Awards:**

- Received NCAA All Conference Freshman Soccer Team Award in Spring of 2006
- Attendee and presenter of research with USG Faculty Development Monthly Series: Encouraging and Supporting Undergraduate Research (March 2011)
- Awaiting publication in The Corinthian, Georgia College's Undergraduate Research Journal for undergraduate research of own design and execution on: *The Effects of Structure on Motivation in Adventure Education Environments*.
- A lead facilitator for Georgia College's all women's backpacking trip through campus club Venture Out
- Trained and experienced with Photoshop, iMovie, Excel, entire Microsoft Suite, and Social Media platforms including but not limited to Facebook, Twitter, FourSquare, LinkedIn and BlogSpot
- Assisted in research and presentation of Structured and Unstructured Play Environments, "The Play Predicament" for the Association of Experiential Education Regional Conference.