

Janaye N Evans
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EDUCATION

University of Mary Washington Historic Preservation, Urban Studies	Expected Graduation Date Spring 2017
Rancocas Valley Regional High School	Graduated 2013

RELATED COURSEWORK

Documentation and Field Work

Worked in a team of 4 to measure a structure and record results on the graph paper

Measured elevations and floor plans

Used field notes to complete final, scaled, hard line drawings and AutoCad drawings

The final drawing utilized an architect's rule, drafting table, triangle and a horizontal bar to get a finished, professional look

PRESERVATION SKILLS

AutoCad

Archival Research

Measured Drawings

Digital Photography

ArcGIS

PROFESSIONAL EXPERIENCE

University of Mary Washington (UMW) Hurley Convergence Center – Info Desk Aide
Fredericksburg, VA 2015 - Present

- Basic trouble-shooting for Windows/Mac software
- User training for DSLR Nikon Cameras
- Managed inventory and processed equipment (cameras, microphones, laptops, hard drives, etc.)
- Provided telephone support
- Scheduled and organized room reservations for the building
- Provided customer service for faculty, staff, and students

UMW Orientation Leader/Peer Mentor 2015–2016
Fredericksburg, VA

- Execution of multiple events with freshman mentees throughout the Fall semester
- Assist in the implementation of orientation programs for new and transfer students and their parents
- Assist in the set-up and take down for orientation events
- Coordinate, facilitate, and maintain an orientation group's involvement with the UMW community
- Support and participate in faculty group meetings
- Guide and create tours for students and parents;