

JANAYE N EVANS

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Westampton, NJ



EDUCATION

May 2017

Bachelor of Arts, Major in Historic Preservation

Minor in Urban Studies

University of Mary Washington

Fredericksburg, VA



PROFESSIONAL EXPERIENCE

Capital Outlay (University of Mary Washington) -

Intern

Jan 2017 - Present

- Assists in University renovation projects with field measurements, documentation and detailing in AutoCAD of existing conditions and proposed renovations
- Conducts search of various drawing files at facilities identifying critical facility drawings in terms of function or historical significance
- Assists in scanning existing drawings to create digital files

(UMW) Digital Knowledge Center - **Digital Tutor**

Aug 2016 - Present

- Assists students with creating, maintaining, and upgrading their personal domains
- Tutors students on projects utilizing WordPress
- Mentors on online mapmaking tools, such as StoryMaps JS and ArcGIS Story Maps
- Provides basic peer editing on image, audio, and video-based projects

Hurley Convergence Center - **Info Desk Aide**

Aug 2015- May 2016

- Troubleshooting for Windows/Mac software and conference room set-up
- User training for DSLR Nikon Cameras
- Inventory management and equipment processing (cameras, microphones, laptops, hard drives, etc.)
- Telephone support
- Room reservation scheduling and management
- Customer service for faculty, staff, and students

University of Mary Washington

- **Orientation/Peer Leader**

Jan 2015- Jan 2016

- Event creation for freshman mentees throughout the Fall semester
- Tour guide for students and parents
- Set-up and take down of orientation events
- Support and participate in faculty group meetings
- Handle monetary funds for the creation of events



TECHNOLOGICAL SKILLS

Architectural: AutoCad, TachyCad, PhotoPlan, SketchUp

Mapping: Google My Maps, ArcGIS

Adobe: InDesign, Photoshop, Illustrator

Other: WordPress, Digital Photography, 3D Printing