

Whitney J. Adams
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EDUCATION

Elon University, Elon, NC May 2024
Bachelor of Arts in Human Service Studies GPA 3.73
Honors: Alpha Kappa Delta, Dean's List (Spring 2018 - Present)
Language & Technical Skills: Portuguese, Fluent; Microsoft Outlook, Excel, PowerPoint

CHILD & STUDENT DEVELOPMENT EXPERIENCE

Triumph, LLC, *Intern*, Elon, NC Feb 2023 - May 2024

- Shadowed individual therapist appointments with children and adults
- Attended community support worker and intensive in-home therapist meetings
- Reviewed case-management documentation; assisted in medical records department

Head Start, *Intern*, Burlington, NC Jan 2024

- Assisted with the education and care of a class of 18 pre-kindergarten students; aided with the after-school program
- Completed over 100 hours in 3 weeks

Elon University's Elon Academy, *Intern*, Elon, NC Aug 2022 - Dec 2023

- Contributed to the development and implementation of a college-access program for high school students with financial need and/or no family history of college
- Administered the Elon Academy lunch program, which provided an opportunity for staff to interact with academy students in participant high schools
- Assisted with the Elon Academy Family Council and weekend family programs

Elon University's PreSERVE Program, *Coordinator*, Elon, NC June 2021 - Aug 2021

- Planned and led a community service-oriented first-year summer experience program
- Partnered with Habitat for Humanity and 6 other community organizations to create a hands-on learning experience

WORK EXPERIENCE

Alamance Citizens for Education, *Executive Assistant*, Burlington, NC Sep 2022 - May 2024

- Provided quality customer service and directed office inquiries
- Designed, drafted, and edited flyers for program advertisements
- Prepared correspondence to donors and potential stakeholders; edited letters drafted by executive president
- Managed and updated databases of donors and grant applications using MS Excel

Gender and LGBTQIA Center, *Student Assistant*, Elon, NC Jan 2021 - May 2024

- Aided in the goal to make Elon students, faculty, staff, and alumni feel they belong on campus, no matter their specific gender identity, gender expression, or sexual orientation

INTERNATIONAL EXPERIENCE

Morocco Service Trip: Elon University June 2023 - Aug 2023
Costa Rica: Overland Community Service Summer Program June 2022 - Aug 2022