**Gabrielle A. Evans**

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**Education**

*James Madison University, Harrisonburg, VA*

**M.S.Ed., Adult Education/Human Resource Development**

Expected May 2015

Current GPA: 4.00

* Concentration: Instructional Design

*James Madison University, Harrisonburg, VA*

**Bachelor of Science, May 2013**

Major GPA: 3.528, Minor GPA: 3.900

* Major: Writing, Rhetoric, and Technical Communication
* Concentration: Technical and Scientific Communication
* Minor: Human Resource Development
  + Awards: President’s list 1 semester, Deans list 3 semesters

*Universidad de Pablo Olavide*

**Study Abroad, International Business**

Seville, Spain Spring 2012

* Lived with a host family that was only able to communicate in the Spanish language
* Responsible for translating conversations between the host family and English-speaking roommate
* Attended a Spanish-speaking university
* Completed several International Business and Spanish courses

**Work Experience**

June 2014 – August 2014

**Instructional Design Consultant Intern**

*Federal Management Partners*

* Created web-based training modules for the U.S. Department of Veteran’s Affairs
* Conducted interviews and gathered research for the Office of the Comptroller of the Currency’s Leadership Development Program
* Used Adobe Acrobat to tag and edit Word documents and PDFs for 508 compliance
* Developed education and training materials using Instructional Design best practices
* Edited storyboards and narration scripts for the MyCareer@VA project for the U.S. Department of Veterans Affairs

May 2014 - Current

**Teacher’s Assistant,****Human Resource Development Course**

*James Madison University*

* Responsible to design, develop, and facilitate 5 courses a semester
* Teach students foundations of HRD principles such as the ADDIE model
* Utilize PowerPoint and Prezi presentations to present materials to students using visual literacy techniques
* Create and grade quizzes and exams for students
* Input grades and course information into Blackboard and Canvas sites

October 2013 – Present

**Human Resource Intern**

*Divine Unity Community Church*

* Designed and facilitated Volunteer Appreciation event
* Created 30 page booklet for marriage counseling program
* Translated new members orientation into educational curriculum and using Microsoft Word and PowerPoint
* Created education and training materials to make subject matter clear and properly presented to intended audience

August 2013- Current

**Graduate Assistant, Leadership Team**

*James Madison University Centennial Scholars Program*

* Created training for new graduate assistants
* Organized/facilitated monthly Professional Development meetings
* Advised co-workers through bi-weekly one-on-one meetings
* Mentored small cohort of undergraduate students through weekly meetings
* Provide academic guidance to undergraduate students
* Communicated with mentees often to keep them abreast of events using email, text, tweet, Facebook

November 2013 – 2014

**Freelance Consultant**

*James Madison University*

* Centennial Scholars Program: led a team of 5 students in the design and development of an alumni reunion
* Training and Development Department: worked on a team to design a 3 hour creativity and innovation training for 15 faculty members
* College of Education: conducted a needs assessment report and presented a strategic plan for study abroad efforts

May 2012 – August 2013

**Telecommunications Associate**

*Randstad USA/Conquest Communications Group*

* Contacted individuals by telephone with prepared surveys on election candidates in different states
* Developed ability to work in a fast paced environment
* Recorded customer information and viewpoints into the database
* Developed professional communication skills

August-December 2011

**Human Resource Intern**

*Rockingham Memorial Hospital:* Human Resource Department

* Learned human resource procedures such as benefits and employee service procedures
* Completed clerical assignments such as coding and filing documents into files
* Operated basic office equipment (e.g., photocopier, multi-line phone, mailing room, basic computer programs)
* Created documents for co-workers using Microsoft PowerPoint, Word, and Excel 2013
* Assisted with informational fairs and tours
* Involved in document design process

**Skills & Leadership Abilities**

**Technology Experience**

* Photoshop CS6
* Adobe Presenter
* Adobe Dreamweaver
* Adobe Acrobat
* Microsoft Word
* Microsoft PowerPoint
* Microsoft Publisher