

# Whitney J. Adams

wadams@elon.edu • 770-321-4567

*Campus:* Campus Box 9302 • Elon, NC, 27244

*Permanent:* 33 Lawrence St • Marietta, GA, 30060

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## EDUCATION

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**Elon University, Elon, NC** May 2021  
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

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## CHILD & STUDENT DEVELOPMENT EXPERIENCE

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**Triumph, LLC, Intern, Elon, NC** Feb 2020 - May 2021

- 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 2020

- 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 2019 - Dec 2020

- 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 have lunch with academy students in participant's high schools
- Assisted with the Elon Academy Family Council and weekend family programs

**Elon University's PreSERVE Program, Coordinator, Elon, NC** Jun 2018 - Aug 2018

- 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

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## WORK EXPERIENCE

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**Alamance Citizens for Education, Executive Assistant, Burlington, NC** Sep 2019 - May 2021

- 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 (MS Excel)

**Gender and LGBTQIA Center, Student Assistant, Elon, NC** Jan 2018 - Present

- Aid 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.

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## INTERNATIONAL EXPERIENCE

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**Morocco Service Trip: Elon University** Jun 2020 - Aug 2020

**Costa Rica: Overland Community Service Summer Program**  
2019

**Jun 2019 - Aug**