

Jayna Whitcher ::: Yale Graduating Class of 2009

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EDUCATION

Yale University – Graduation May 2009, Major: BA in History, Film and Theater Concentration GPA: 3.37/4.0
Academic All-Ivy Award – Academic excellence while earning a Varsity Letter

WORK EXPERIENCE

Mediaedge:cia (www.mecglobal.com)

2009 (Current) ::: Media Planner

Lovett Productions (www.lovettproductions.com)

2009 Fall ::: Intern & Production Assistant

- Work as assistant producer on various projects to appear on, Discovery Health, ABC, HBO, and film festivals
- Maintain various office duties including phone calls, filing, copying, scanning, archiving, and research
- Help on shoots, doing various PA duties
- Edit and perform tasks on Final Cut Pro, DVD Studio Pro, and PhotoShop among others

CBS College Sports Network (www.cbsscollegesports.com)

2009 ::: Freelance / Researcher

- Work in Research Position, dealing directly with the talent
- Supply up-to date statistics and facts on multiple on-air games at once, log data to appear live on-screen, and accomplish tasks to be done at minutes notice
- Intense, team-orientated atmosphere where mistakes are costly and time is of the essence

World Camp USA- an Elite Field Hockey Training Camp (www.worldcampusa.com)

2009 Spring ::: Multi-Media Marketing Project Leader

- In 40 day time period, created a social media and inbound marketing campaign as part of a comprehensive outreach project using Facebook, YouTube, blogs, websites, and games
- Created interactive, fun field hockey website, the first of it's kind. Created and wrote personality quizzes, games, field hockey horoscopes, and motivational applications. Over 10,000 hits over the course 2 months.
- Wrote, produced, and acted in a 10 minute humorous promotional video, which was very well received by campers

Sport EuroTour (www.sport-eurotour.com)

2007 & 2008 ::: Tour Leader, Chaperone & Coach

- Responsible for leading groups of high school athletes on rigorous tours through Barcelona, Spain
- Coordination and logistical responsibility for all aspect of the program while touring
- Received "Hardest Worker" award from the European Hockey Federation Camp of Excellence

JK Scanlan (www.jkscanlan.com)

2007 ::: Intern ::: Summer Fulltime

- Worked as assistant project manager for a multi-million dollar contracting company
- Maintained various office duties including phone calls, filing, copying, and scanning
- Created filing system for reports and lawsuits. Worked with complex plan printing machines and computer programs

Sport EuroTour (www.sport-eurotour.com) & **World Camp USA** (www.worldcampusa.com)

2002 – 2006 ::: Office Assistant ::: Part Time Year Round & Fulltime summer

- Manage and responsible for player documentation throughout the year
- Handled various finances and banking needs, organized computer filing system and data entry
- Proof-read and organized correspondence to customers
- Worked with and alongside some of the best international players in hockey, Including Olympic Gold Medalists
- Coached campers and oversaw US Staff and camper welfare

COMPUTER BASICS

Final Draft ♦ Final Cut ♦ MS Word ♦ Excel ♦ PowerPoint ♦ Various MS Windows programs

ATHLETICS

2005- 2009 ::: Varsity Yale Field Hockey Team Member:

- 40 hour a week commitment Fall Semester, 25 hour commitment Spring Semester
- 2008-2009 Academic All-Ivy Team (for those earning varsity letter and greater than 3.3 GPA)

VOLUNTEER EXPERIENCE

2007-2009 ::: Eli Days Mentor

- Accepted as one of 75 Yale students out of hundreds into program
- Works one-on-one with a local New Haven student helping student through application process, review resumes

2007-2009 ::: Volunteer at Dwight Elementary School

- Read, write, and work on other skills on a one-on-one session once a week at a local New Haven, CT public school
- Recognized my child had learning disabilities, later to be diagnosed as dyslexia and high-functioning autism

2002- Current::: JML Health Care- Assisting the elderly, mostly the mentally challenged and those with memory loss