

WITNEY DAVIS

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Experience

2021-Present

College of Western Idaho

Assistant Director of
Testing Services

2018-2021

College of Western Idaho

Senior Representative
Admissions & One Stop
Student Services

2015-2017

Matrix AMC

American College of Veterinary Ophthalmologists

Executive Assistant
Conference Planner

2013-2015

The Letterhead Company

Administrative Director
Client Services

Education

2020-Present

Idaho State University

Masters of Science,
Human Resource
Development

2015

Boise State University

Bachelors of Art
English, Creative Writing
3.5 GPA, Cum Laude

Qualifications & Skills

- Over 15 years of management & leadership experience
- Strategic execution of complex events and projects
- Service oriented with a passion for helping others
- High technical ability for problem solving
- Over 4 years of organizational leadership and team training

Accomplishments

- Execution of recertification for membership in the NCTA, National Collegiate Testing Association
- Director of the Institutional Processes Improvement team; project planning, implementation, and project analysis
- Project lead and content designer of the One Stop employee training program and digital resource center
- Aligned weekly staff training with the academic and professional development goals of the organization to improve employee knowledge and satisfaction

Strengths

- Strategic planning and ability to juggle multiple priorities
- Motivating employees through individualized coaching
- Execute large scale events and projects by deadline
- Self-motivated and disciplined in work prioritization
- Navigating complex technology and web design