

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

2023
Idaho State University
Masters of Science,
Human Resource
Development

2015
Boise State University
Bachelors degree
English, Creative Writing

Qualifications

- 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 towards problem solving under pressure
- Over 4 years of organizational leadership and team training

Accomplishments

- Execution of stringent recertification for membership in the NCTA, National Collegiate Testing Association.
- Current Board member of the Idaho Chapter of Pets for Vets. Proudly serving the Veteran community and shelter animals since 2023.
- Project lead and content designer of the One Stop employee training program and digital resource center.
- Created staff trainings to align with the academic and professional development goals of the organization; improving employee knowledge and satisfaction.

Strengths

- Strategic planning and ability to prioritize projects
- Motivating employees through individualized coaching
- Execution of large events and detail oriented projects
- Self-motivated, autonomous, and results-driven
- Navigating complex technology, processes, and web content