

JENNIFER MCLAWHORN

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EDUCATION

Old Dominion University

Master of Arts, Humanities
Graduate Certificate, Women's Studies
Bachelor of Arts, English Literature

Norfolk, VA

August 2022

December 2019

EXPERIENCE

Graduate Research Assistant

Department of Women's Studies

Old Dominion University

05/2022-Current

- Brainstorm, collaborate on, and develop events to attract and recruit potential students to the Women's Studies program.
- Research, collect, and curate materials for the department's archival collection
- Copyedit chapters of academic and scholarly work.
- Perform any other duties as assigned by faculty and staff of the Department.

Graduate Research Assistant

ODU Arts Box Office

Old Dominion University

08/2021-05/2022

- Oversaw daily operations of the arts ticketing system, including scheduling of student staff for daytime and evening hours.
- Programmed and monitored the ODUArtsTix website
- Tracked sales and deposits and dealt promptly and professionally with queries, providing excellent customer service to patrons.
- Assisted with marketing and promotional efforts, and perform other related tasks as assigned.

Undergraduate Admissions Coordinator

Office of Undergraduate Admissions

Old Dominion University

03/2020-06/2021

- Assisted applicants with navigating admissions system and completing required paperwork.
- Answered student and parent questions from initial inquiries through final admissions decisions.
- Upheld integrity of student database for admissions and permanent records.
- Helped with credit transfers by securing transcripts from other institutions.
- Processed changes to admissions and student records.

ADDITIONAL SKILLS

- Familiar with Wordpress, Trello, and Salesforce as well as HTML and CSS
- Effective Communicator & Storyteller
- Knowledge of Final Draft, G Suite, and Adobe software, including Photoshop and Acrobat Pro
- Fluent in American Sign Language