

Jake Heafner

jheafner12@georgefox.edu

<https://www.linkedin.com/in/jheafner12>

George Fox University, 420 N. Meridian St. #1045, Newberg, OR 97132

(503) 344-9988

Education

George Fox University, Newberg, OR

Bachelor of Arts in History, Spanish minor, Expected May 2016

Trinity Christian College of Palos Heights, Seville, Spain

Semester Abroad, emphasis in Spanish history, Fall 2014

Experience

VP of Commuter Life

August 2015 – Present

Associated Student Committee (ASC), George Fox University

- Facilitate contact between commuter students and administration on policy issues
- Oversee commuter representatives through regular check-in meetings
- Serve on student government Central Committee to advocate for population specific concerns
- Use direct marketing to increase student involvement and engagement
- Manage Commuter Life budget to ensure effective resource allocation

Spanish Tutor

February 2015 – Present

Spanish Department, George Fox University

- Work one-on-one with students to help them with general language skills, specific class projects, or content comprehension
- Host lunch-time “Spanish Talks” to enable practice of Spanish skills during lunch on a weekly basis
- Contribute to interdepartmental Spanish newsletter by composing contemporary content articles in Spanish fostering student language comprehension

Digital Asset Management Intern

May 2013 – August 2013

Chicago History Museum, Chicago, IL

- Assisted in coordinating digitization projects in the ongoing effort to increase visibility and use of CHM’s prints and photographs collections.
- Collaborated with a team to increase production of digital content and improve descriptions for digital resources
- Conducted image research by retrieving original materials for digitization
- Created and improved image metadata to support more effective search retrieval

Other Experience

Student Worker

September 2012 – March 2014

Custodial Services, George Fox University

- Cleaned academic buildings from 6-8am on weekdays to prepare rooms for instruction
- Practiced good time management while working independently to achieve daily goals
- Trained new employees on proper procedures and safety regulations through comprehensive knowledge of role expectations, health standards, and department procedures