

## **Fredric L. Everett**

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### **Academic Degrees**

Master of Arts, Higher Education Administration, May 1999  
Virginia Polytechnic Institute and State University  
Blacksburg, Virginia

Bachelor of Science, Technology Education, May 1996  
Virginia Polytechnic Institute and State University  
Blacksburg, Virginia

### **Skills**

#### *Project Management/Instructional Technology*

Developed and implemented on-line distance learning projects, Oversaw milestone accomplishments of projects, Transformed content to web-based format, Provided continual content revisions, Conducted evaluations and needs assessment, Trained clients on current technology, Organized all technical training products, Installed and maintained Windows NT server, Conducted faculty technology training sessions, Developed faculty web pages, Maintained Student Affairs program web page: <http://www.chre.vt.edu/~elpshe>

#### *Personnel Management/Organization*

Assisted with the recruitment, training, supervision, and management of 25 resident advisors, Conducted weekly staff and individual meetings, Developed and conducted staff development activities, Managed programming budget of residence hall, Participated in rotating campus duty, Promoted a supportive and challenging environment for all residents, Assisted in program recruitment efforts

#### *Classroom/Office Management*

Managed classroom activities, Ordered teaching Materials, Organized work areas, Presented lessons daily, Recorded monthly expenditures, Balanced financial statements, Coordinated all office activities

#### *Computer/Software*

Distributed Learning Tools, Corel Suite 8, MS Office 97, Multimedia Development, Graphics Development, Desktop Publishing, Web Publishing, Windows, Macintosh

### **Experience**

Consultant/Trainer, Booz·Allen & Hamilton, McLean, Virginia; June 1999-Present

Project Manager/Instructional Designer/Trainer, Virginia Cooperative Extension, Blacksburg, Virginia; January 1998-Present

Assistant Residence Director, Pritchard Hall, Virginia Tech; August 1998-May 1999

Technology Coordinator, Higher Education and Student Affairs, Virginia Tech; August 1997-May 1998

Technology Educator, Seneca Valley High School, Germantown, Maryland; August 1996-June 1997

Assistant to the Director, Talent Search & Upward Bound, Virginia Tech; Summer 1996 & 1997

## **Presentations**

### *Conference Presentations*

**Everett, F.** (February 24, 1999). Blending Innovations: Leadership and Technology. Southwestern Virginia Student Leadership Conference, Radford University.

**Everett, F., Miles, S., Espinoza, J., & Krivitzky, K.** (November 7, 1998). Promoting Leadership in Student Union Workers. American College Unions International, University of Virginia.

**Everett, F.** (June 16, 1998). New Tools for Delivering Distance Education. National Extension Technology Conference, St. Louis, MO.

### *Workshops/Training*

**Everett, F.** (September 1998-October 1998). Share the Knowledge Series. Presentations on multimedia, web and desktop publishing, Virginia Tech.

**Scales, G. & Everett, F.** (June 21, 1998). Train-the-Trainer, Environmental Health and Safety Systems; Virginia Tech.

### *Distributive Learning Tools/Project Management*

**Sumner, M. & Everett, F.** (February 24, 1999). Livestock and Grain: Pricing Update. Participants located in 7 sites around the state of Virginia.

**Everett, F. & Sumner, M.** (February 19, 1999). 4H Leadership/Personal Development Curriculum Meeting. Participants located in 15 sites around the state of Virginia.

**Scales, G. & Everett, F.** (August 24, 1998). Mega Forces in Agriculture & Ag. Lending. Participants located in Colorado and Blacksburg, Virginia.

**Scales, G., Sumner, M., & Everett, F.** (July 20, 1998). Family Life in Costa Rica. Participants located in Costa Rica, and 5 sites around the state of Virginia.

**Scales, G. & Everett, F.** (July 10, 1998). Train-the-Trainer with Penny Ittner, Co-author Train-the-Trainer. Participants located in five sites around the state of Virginia.

**Everett, F. & Scales, G.** (June 19, 1998). Clinical Care. Participants located at Texas A&M University and Virginia Tech.