

JON R. CARVELL

4474 Hwy 163 ▪ Jonesboro, AR 72404 ▪ Phone: (870) 761-1308 ▪ Email: joncarvell@gmail.com

Education

Master of Public Administration – August 2013
Arkansas State University-Jonesboro

Pi Sigma Alpha Member, National Political Science Honors Society

Bachelor of Arts in English – August 2004
Arkansas State University-Jonesboro

Professional Experience

SUMMARY OF QUALIFICATIONS

- 14 years of project management, training and leadership experience
- Eight years of experience in university shared governance
- Five years of experience training and teaching university students

PROFESSIONAL EXPERIENCE

Arkansas State University – College of Nursing & Health Professions – Disaster Preparedness & Emergency Management (DPEM)

January 2021 – Present

Adjunct Instructor

- Courses: Non-Governmental Agencies in Disaster Preparedness, Basic Disaster Life Support, Core Disaster Life Support

Arkansas State University – University Safety & Emergency Management

October 2014 – Present

Safety Officer / Emergency Manager

- EOC Manager for university response to Covid-19; including but not limited to employee training, event planning / approval, contact tracing, isolation / quarantine operations and vaccine clinic management
- Certified as Community Emergency Response Team (CERT) instructor, trained a 20 member A-State CERT team in coordination with DPEM instructors, activated team for flu and Covid-19 vaccine clinics
- Work with students consisted of organizing volunteers for weather awareness campaigns, emergency procedures awareness in First Year Experience courses, table top design / delivery for campus residents
- Delivered live training sessions to audiences of 20 to 50 on various occupational safety and emergency management topics, managed online training for over 200 employees and student workers
- Speaker at 2017 Arkansas Association for Facilities Administrators Conference, *From Facilities to Emergency Management: Lessons from a Partnership in Transition*
- Responsible for recruitment of participants for university / community preparedness training, building safety committees and special topics such as bleeding control and CPR/AED certification
- Provide decision support through coordination with the National Weather Service on cancellation, rescheduling and contingency planning for outdoor student events due to inclement weather
- Served on Campus Safety Task Force, on Staff Senate as president, on Share Governance Oversight Committee as vice chair and on the Access & Accommodation Services Committee
- Managed approximately \$435,000 in contracts and maintenance of life safety systems
- Managed university emergency exercise schedule, ongoing maintenance of university emergency operations plan (EOP), and design or approval of EOPs for various public venues and units on campus

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Arkansas State University – Facilities Management Planning, Design and Construction

September 2006 – October 2014

Program Coordinator for Space Management

- Managed space utilization data, including coordination with Office of Registrar on academic space management to identify alternative classrooms when course enrollment exceeded capacity limits
- Formed community group with A-State officials and city administrators to improve EMS access to campus, including planning and implementation of seminars, campus tours and drills for local responders
- Served on A-State Staff Senate, as Staff Senate representative on Share Governance Oversight Committee, as chair of the Staff Educational Stipend Committee and as Staff Senate Secretary
- Responsible for organization of university construction documents library both in print and online, including archival process with Dean B. Ellis Library to preserve blueprints up to 85 years old
- Trained student employees and graduate assistants in use of FAMIS, Oracle Discoverer, electronic construction documentation and architectural software
- Publisher for department website, including full design of construction documents webpage, implementation of a web content committee and training for its membership
- Editor and technical writer for APPA Award for Excellence submission document, which A-State Facilities Management was awarded in 2009

Arkansas State University – Facilities Management Sign Shop

May 2004 – September 2006

Graphic Artist I

- Produced and designed university signage; including interior way-finding, large prints, banners and vehicle decals, including library donor wall and press conference backdrops for Colin Powel and Mike Huckabee
- Trained student employees on signage software, layouts, fabrication, and installation; including the development of campus signage standards
- Editor for department website, newsletter and technical writer for procedural manuals; including interviews with senior management for the purposes of succession planning

ADDITIONAL PROFESSIONAL TRAINING

- **CERT Train-the-Trainer**, A-State Disaster Preparedness & Emergency Management – August 2015
- **Introduction to Spanish**, A-State Facilities Management – September-December 2012
- **APPA University Institute for Facilities Management**, Hilton Head, SC – January 2012
- **7 Habits for Highly Effective People Workshop**, Jonesboro, AR – September 2011
- **Dale Carnegie – Managing Across Generations**, Jonesboro, AR – January 2010