

# JANET C. HOVORKA

Cedar Hills, Utah 84062 • (801)472-1091 • janethovorka@gmail.com

## PROFESSIONAL SUMMARY

I am an accomplished, innovative executive who is always looking for a new challenge. For the last 18 years I have successfully executed a new business concept never duplicated before or since. I assembled an exceptional team who have printed more than 40,000 family history charts and sent them to 67 countries working with high profile clients and large global corporations. I have volunteered in leadership positions, managed my company and I wrote 10 books, all while teaching and lecturing around the world.

## SKILLS

- Problem Solving and Management:
  - Energizing paid and non-profit teams around new strategic initiatives
  - Cultivating strong global partnerships
  - Understanding problems and then collaborating on innovative solutions
- Computer and Design:
  - Design, database, CMS and presentation applications, Microsoft and Adobe
  - Communication, remote learning and social media platforms
  - Accounting and spreadsheet programs
- Teaching:
  - Communicating complicated historical and preservation concepts to beginners and professionals, k-12 through post graduate
  - Understanding learner's needs and pivoting when necessary
  - Developing courses and assessments
- Communication
  - Expressing sophisticated ideas through graphic design
  - Energetic, outgoing team player
  - Personable and compassionate

## WORK HISTORY

### Owner, Family ChartMasters

2004 - Current

- Founded and developed a genealogy chart printing company that has become the world's leader in custom family history design.
- Ran all development practices including web development, product development, business systems, finances, hiring, advertising, social networking initiatives, communication and business partnerships.

### Lecturer

2004 - Current

- Taught across the US and internationally in person and online. Various topics include personal archive techniques, technology, history and research methodology.
- Developed curriculum for presentations and collaborative discussions.

### Board Member, Association of Professional Genealogists

2020 - 2021

- Under adverse conditions, created widespread understanding of image problems and subsequently managed APG marketing committee, hiring and managing the first professional marketing position.
- Envoy throughout the national and international genealogy community

- Instructor, Salt Lake Community College** 2009 - 2021
- Developed and taught Genealogy 1000 (technology), 1014 (business) and Library Science 1010 online courses as well as various workshops.
- President, Utah Genealogical Association** 2010 - 2013
- Doubled membership in the association by developing new committee initiatives in education, publicity, publications, exhibits, chapters, historical preservation, website and volunteer resources.
  - Provided staffing and management to 4 local and 4 national conferences including the Salt Lake Institute of Genealogy and the National Genealogical Society Conference.
- Author, Zap The Grandma Gap and journal columnist** 2004 - Current
- Wrote 2 books for adults about teaching history to children and 8 children's workbooks. Marketed the books including website development, social networking, lecturing and newsletter resources.
  - Regular columnist for 6 historical quarterlies, journals and magazines.
- Librarian, Mountainville Academy and John Hancock Charter School** 2004 - 2008
- Responsible for creating two charter school libraries including budget, facilities, curriculum development and teaching, collection selection and evaluation, database development.
  - Developed and managed a large volunteer program and worked with school management to enrich the curriculum with supplemental materials and research skills.
- Lead Reference Librarian, Salt Lake Community College** 1995 - 1997
- Managed a team of 8 reference librarians. Participated in collection development and budget and planning initiatives. Developed and taught library and internet courses for faculty and students.
  - Served on various state and college committees, including the development of the first state-wide online college course.
- Researcher, Foundation of Ancient Research and Mormon Studies** 1989 - 1995
- Provided research assistance and footnote verification for the Collected Works of Hugh Nibley.
  - Extensive research into Church History and Ancient History throughout multiple repositories.
- Instructor, Brigham Young University** 1992 - 1994
- Developed and taught courses in Ancient Scripture including Book of Mormon and New Testament.
- Reference Assistant, Harold B. Lee Library, Brigham Young University** 1991 - 1994
- Provided reference assistance to faculty and students on the history/religion reference floor and facilitated research projects including the HBLL county history collection.

## **EDUCATION**

**Master's Degree:** Library and Information Science, Brigham Young University - Provo, Utah 1993

**Bachelor's Degree:** Near Eastern Studies, Brigham Young University - Provo, Utah 1990

**More information available at [JanetHovorka.com](http://JanetHovorka.com)**