

Generic Person

Street Address
City, State 00000
(555) 867-5309
gperson@state.edu

EXPERIENCE

Great Big Science Center (GBSC)

Administrative Assistant to the Executive Office June 2013 - PRESENT

- Provided administrative support to the Executing team at GBSC, specifically the Vice President of Exhibits, the Vice President of Science Engagement & Outreach, the CFO, and their teams.
- Assisted Exhibits team with numerous tasks including art handling, condition reporting, renewing permits, and facilitating communication with outside partners.
- Managed schedules, office resources, and external communications in a fast-paced environment requiring a high level of detail.

Independent Collections Professional June 2012 – December 2014

- Hired by Big Local Art Museum to condition report and catalogue objects going on and off exhibit
- Hired by private individuals to inventory and condition report personal collections of art, slides, and photographs.

State Museum of Culture & Natural History

Ethnology Office Assistant (fixed-term) January 2011 - January 2014

- Worked to catalogue and research large accessioned collections of art, objects, slides, photographs, personal journals, and oral histories.
- Familiar with registration best practices and NAGPRA compliance.
- Created condition reports for objects being returned or placed on exhibit.
- Assisted on a project to create a photographic inventory of the museum's Ethnology collection.

A Regional History Museum

Collections Volunteer October 2019 - PRESENT

- Currently volunteering to help catalogue collection of archival photos from Local Times newspaper.

Oral History Intern June 2011 - December 2011

- Independently created and carried out an oral history project including research, museum objects, designed interview questions, contacted potential interviewees, and conducted interviews to create an oral history for museum.
- Oversaw project from conception to completion; currently part of museum archives.

Another Big Science Center (ABSC)

Receptionist/Switchboard Operator June 2007 - September 2010

- Provided excellent customer service and was the public face of the

SKILLS

Research
Time management
Communication
Problem Solving
Attention to detail
Teamwork
Microsoft Office products (Word, Excel, PowerPoint, and Outlook.)
Argus Collections Management System
PastPerfect Collections Management System
Adobe Acrobat
Adobe Photoshop

References

Former Colleague

Executive Director, A State Historical Society
(555) 555-5555
former.c@ashs.org

Ex Coworker

Exhibit Project Manager, An Exhibit Design Firm
x_coworker@gmail.com

First Boss-Mentor

Ethnology Collections Manager, State Museum of Culture & Natural History
(555) 555-5555
1st_boss_menotr@state.gov

- museum for guests and vendors.
- Provided administrative support including office management, communication, and data entry.

EDUCATION

Main State University — *Master of Arts, Museology*

September 2010 - June 2012

Thesis project focused on integrating oral history practices into collections at the State Museum of Culture & Natural History.

Medium-Sized Liberal Arts College — *Bachelor of Arts, Anthropology*

September 2002 - June 2006

Minored in History.