

Arthur History

(555) 456 - 7899

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SEEKING MUSEUM TECHNICIAN EMPLOYMENT

SUMMARY

Innovative, creative, and responsible graduate seeking full-time employment within a museum setting. Skilled in museum gallery software, museum promotion, and curation.

SKILLS

●●●●●●●●	Gallery Systems EmbARK
●●●●●●●●	MS Office (Word, Excel, Power Point)
●●●●●●●●	MS Visual FoxPro
●●●●●●●●	Adobe Photoshop
●●●●●●●●	Adobe Illustrator

RELEVANT COURSEWORK

History of American Immigration and Ethnicity

American Material Culture to 1860

American Material Culture from 1860

Shopping, Travel, & Leisure in 20th Century America

Writing History

History of Western Ideas

EDUCATION

Florida Atlantic University, Boca Raton, FL

Bachelor of Arts in History – May 2014

- GPA: 3.5
- Thesis: *Infusing a Historical Lens onto Innovative Practices to Promote Museum Attendance*

Valencia College, Orlando, FL

Associate of Arts - 2011

- GPA: 3.7

EXPERIENCE

Bonnet House Museum & Gardens

Ft. Lauderdale, FL

Business Development/Curator Intern

January 2014 – Present

- Assist supervisor with research and editing of grant proposals and press releases
- Lead a team of 3 other interns in event and program preparation and execution
- Install, arrange, and assemble two exhibits on the historical development leading to acquisition of artifacts
- Clean, polish, and carefully handle artifacts, paintings, and architecture
- Manage web site, social media content and photographs

FAU's University Press

Boca Raton, FL

Content Editor, January 2013 – May 2014

Content Writer, September 2011 – December 2013

- Wrote and edited news articles, features, press releases and marketing material for the university student newspaper
- Fact-checked, proofread, and signed off on completed articles from student writers
- Researched and used communication skills to network with various members of the university to create news stories and highlight on-campus trends, issues and activities



FAU CAREER CENTER

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