

Objective

Passionate and diligent government officer currently employed as the Curator of Gardens. To work in a friendly environment as a team to achieve designed objectives towards common goals.

Skills

Word, Excel, PowerPoint, Access, Outlook.

Work Experience

Curator II

ABC Corporation - August 2012 – November 2012

- Researched, analyzed, and catalogued archaeological finds for the Department of Defense.
- Identified, described and documented over 50,000 recovered pre-historic, historic, and military artifacts.
- Digitized special collection artifacts in accordance with National Archives and Records Administration standards.
- Collection management also included improving methods of creating and managing databases for artifacts of historical and cultural importance.
- Responsible for accessioning, monthly reports, purchase orders, and managing project files.
- Assisted with outreach efforts promoting Archaeology for school-age students.
- Collect submissions, arrange a jury of artists to vote on the selected art work for publication and provide the art director with high quality images of the artwork.

Curator

ABC Corporation - 2008 – 2012

- Maintain and oversee the museums collection of artifacts and its digital archives.
- Process donated items and enter relevant data points into the system.
- In total, I processed over 1,000 artifacts and books.
- Design graphics for t-shirts, coffee mugs, advertisements, etc.
- Aid in the design and implementation of new displays.
- Run the front desk, assisting visitors face-to-face and over the phone.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master of Arts in Teaching Sciences - (The University of Texas at El Paso - El Paso, TX)