**RACHEL GULBRAA**

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**Education      University of California at Berkeley**

Bachelor of Arts in English, Minor Anthropology, December 2009

UC Education Abroad Program Alumna; Siena, Italy (Fall 2009)

Graduated with honors, Dean’s List 2009, member Phi Beta Kappa and Golden Key Honors Societies, GPA 3.8

**Work            Freelance Editor,** San Jose, CA  
**Experience** *Untitled, by Dr. Britton Shepardson,*August-September, 2011

**Terevaka.net Archaeological Outreach Program,** Easter Island, Chile

Teaching Assistant and Media Resources (Summer 2011)

* Wrote newspaper articles and took photos for public outreach
* Created and maintained Terevaka.net social networking site
* Assisted in classbenefiting local high school students with a focus on archaeology and conservation

**Giorgio´s Italian Restaurant**, San Jose, CA

       Cashier (February-May 2011)

* Provided efficient and friendly customer service in extremely busy, high-volume restaurant
* Used customer-first approach to resolve customer complaints
* Trained new employees in use of register, phone, and protocol

**Café Campbell,** Campbell, CA

       Server (January-October 2010)

* Responsible for opening and managing morning shift independently
* Developed new menu format and display resulting in significant increase in foot traffic to restaurant
* Multitasked register, taking orders using POS, delivering food, and communicating with kitchen in Spanish

**Bancroft Library,** Berkeley, CA  
  ArchivalLibrary Student Assistant (March 2008- June 2009)

* Collaborated to create online finding aids for the Spanish Borderlands Project using EAD Xpress
* Analyzed, processed, and cataloged collections using proper technique to ensure preservation

**Disabled Students Program,** Berkeley, CA  
  DSP Note-taker (January- May 2008)

* Provided university course notes customized to individuals disabled students needs and desires

**Graham Contractors, Inc**,San Jose, CA

       Administrative Assistant (Summer 2005)

* Multitasked managing multiple phone lines and attending front desk, addressing both customer and employee concerns
* Filed mail and time-sensitive invoices
* Tracked vehicle use and employee hours using Excel

**Research UC Berkeley Museum of Vertebrate Biology,** Berkeley, CA

         Integrative Biology Undergraduate Research Apprentice (January-May 2009)

* Measured and recorded physical characteristics of Flycatchers to examine geographically correlated morphological differences between Pacific-Slope and Cordilleran subspecies

**UC Berkeley California Archaeology Lab**,Berkeley, CA

       Anthropology Undergraduate Research Apprentice (September 2007- May 2008)

* Identified and cataloged colonial-era and contemporary artifacts and faunal remains from Fort Ross
* Kept notes and recorded data on artifacts and artifact density for future reference

**Field Work   UC Riverside Anthropology Department - El Edén Ecological Reserve,** Quintana Roo, Mexico

ArchaeologyField Assistant (Summer 2010)

* Used Total Station to take elevations of rock alignments and surrounding terrain

**UC Berkeley Anthropology Department –** Drago, Bocas del Toro, Panama

Archaeology Field Assistant (Summer 2009)

* Used GPS to map historical sites
* Conducted interviews with locals and conducted archival research to gain historic background information

**Natural History of the Vertebrates Field Lab**, UC Berkeley/East Bay, CA

Lab Student (January-May 2009)

* Collected and recorded data on vertebrate species; documented findings using Grinnell-style notebooks

**UC Berkeley Anthropology Field School**, San Pedro Sula and Omoa, Honduras

Archaeology Field Student (Summer 2008)

* Member of specialized three-person team responsible for mapping fortress walls using Total Station
* Trained other students in the use of Total Station
* Supported public relations with local community through public talks and community soccer games

**Volunteer     Catholic Charities Refugee Services**, San Jose, CA  
 Youth tutor (September 2001- August 2005)

* Provided refugee youth (grades 3-8) with English language, computer skills, and general homework help
* Helped organize and set up community and social events
* Provided childcare for a diverse and mixed-age group of children of parents attending foster care training or ESL classes

Adult ESL Tutor (August 2010-May 2011)

* Provided spoken and written English tutoring
* Taught basic skills such as how to use public transportation, libraries, and how to obtain medical care

**Skills** MS Word, Excel, and PowerPoint, IMovie HD, EAD Xpress; proficient with Mac & PC

Conversational Spanish