

Alysha Griffiths

Otis House Guide at Historic New England

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Experience

Otis House Guide at Historic New England

May 2016 - Present (7 months)

- Engage visitors with the history of Otis House and the surrounding community by leading tours.
- Provide customer service to create an inviting atmosphere for visitors.
- Handle museum shop sales and point of sale operations.
- Act as an ambassador for Historic New England to increase awareness and membership.
- Provide general information to visitors about the city and other attractions.
- Acquire further knowledge to better my tour and the education of others.

Development and Communications Co-op at Friends of the Public Garden

July 2015 - December 2015 (6 months)

- Processed donations through DonorPerfect and Weblink.
- Managed a fluid schedule that required different roles and skills that contributed to a small team.
- Created posts on behalf of the organization on facebook, Instagram, twitter, and blog.
- Acted as the staff liaison for the docent program and helped manage the program.
- Assisted with multiple events, including an online auction on bidding for good.
- Gave positive customer service with members and general public in person, phone, and email.
- Contributed to daily office tasks and needs; setting up for meetings, supplies, etc.

Studio Art Assistant Co-op at Museum of Fine Arts, Boston

January 2014 - June 2014 (6 months)

- Assist in the day to day operations of the Studio Art Class program.
- Serve with customers issues on the phone, email, and in person.
- Create a monthly newsletter for instructors.
- Distribute information and schedule to other departments in the museum.
- Update the website and create new class pages.
- Solve and implement solution for problems that quickly arose.

Intern at Environmental Action

February 2014 - April 2014 (3 months)

- Create infographics to advertise and inform the public.
- Assist in mailings, online and physical.
- Create digests and reports on important environmental issues.
- Research and brainstorm for campaigns.

Find possible candidates for a position in the group.

Education Intern at Fairfield Museum and History Center

August 2013 - August 2013 (1 month)

Worked closely with the librarian to find primary sources for children's activity kits.

Utilized online sources like ancestry.com, library catalogs, and JSTOR to access documents.

Discovered sources in the museum's collections and found them among the archives.

Analyzed the documents, found validity, usefulness, and content, especially for a younger audience.

Scanned old documents in order to become a part of the activity kits.

Tour Guide/Assistant to the Director Co-op at Massachusetts State- Secretary Galvin

January 2013 - June 2013 (6 months)

Managed and scheduled tours and docents.

Dealt with the public in person and on the phone.

Sold and processed items sold at the gift cart.

Gave tours to schools, tourists, and officials of the Massachusetts State House all ranging in size.

Development Intern at Handel and Haydn Society

September 2012 - December 2012 (4 months)

Researched constituents in order to develop a better knowledge of them.

Worked closely with others on projects and concert events.

Assisted in writing a grant for the educational program.

Used Raiser's Edge, Wealth Engine, Patron's Edge, Microsoft Excel, Microsoft Word, and other search engines.

Education Intern at Stepping Stones Museum for Children

May 2012 - August 2012 (4 months)

Prepared for and read a weekly storytelling and craft for children elementary school age and younger.

Assisted other members of the education team in their projects and classes.

Coordinate with others throughout the day with programming and museum happenings.

Education

Northeastern University

Bachelor of Arts (B.A.), pursuing M.B.A. in Public History, History, 2011 - 2016

Activities and Societies: Northeastern University Huskier and Outing Club, History Association, Swim Club

Masuk High School

Diploma, High School, 2007 - 2011

Organizations

Northeastern University Huskiers and Outing Club

VP Organization (Spring 2015), VP Publicity (Fall 2014), VP Communications (Fall 2013)

September 2013 to Present

Northeastern University History Association

Vice President (Fall 2014), Treasurer (Fall 2013-Spring 2014)

September 2013 to Present

Volunteer Experience

College Adviser at Monroe Congregational Church Pilgrim Fellowship Youth Group

July 2013 - Present

As a college adviser I assist the adult leaders in leading the high school youth group, mainly on the annual mission trip. On the trip I am responsible for various tasks that make the trip run smoothly. One of my main tasks is to encourage leadership skills and exploration of themselves. I also serve the group outside of Mission Trips by being a role model and another person the youth group members can talk to.

Courses

Bachelor of Arts (B.A.), pursuing M.B.A. in Public History, History

Northeastern University

Sites of Violence and Public Memory

Atlantic Connection

United States History from Revolution to Reconstruction

Managing Non-Profit Organizations

Exhibits and Museums

Environmental History of North America

Food and the Environment

Environmental Science

Digital Humanities

Environment and Society

Languages

English

Spanish

Skills & Expertise

Communication

Childcare

Preparation

Work Ethic

PowerPoint

Microsoft Office
Wealth Engine
Twitter
Facebook
Program Management
Microsoft Word
Microsoft Excel
Nonprofits
Research

Interests

Community Service,
Outdoors,
Swimming,
Travel,
Environment

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[Contact Alysha on LinkedIn](#)