

## RACHEL L

GEOGRAPHY: Northern California and Bay Area, Southern California

INDUSTRY: [Entertainment](#), [Visual Arts/Design](#)

### EDUCATION

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<b>Scripps College</b> , Claremont, CA	Expected May 2015
Bachelor of Arts in Art History	

### EXPERIENCE

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<b>Student Archivist</b> , Special Collections Honnold/Mudd Library, Claremont, CA	October 2012-Current
<ul style="list-style-type: none"><li>– Handles, prepares, and retrieves rare books for graduate and undergraduate level courses</li><li>– Records, builds enclosures, and archives new acquisitions and antiquities</li><li>– Updates physical and technical organization systems for existing and future collections</li><li>– Nominated by supervisors for “Scripps Student Employee of the Year” in 2013 for professionalism, superior quality of work, and ability to take the initiative</li></ul>	
<b>President</b> , Scripps College Activities Team, Claremont, CA	September 2012-Current
<ul style="list-style-type: none"><li>– Organize diverse cultural, educational, and philanthropic programs within the Claremont community</li><li>– Coordinate and oversee the execution of two events a month that accommodate up to 300 guests at a variety of venues</li><li>– Utilize and manage a \$9,000 budget while overseeing 17 members and collaborating with other student organizations, staff, and vendors</li></ul>	
<b>Archives Intern</b> , 20 <sup>th</sup> Century Fox Studios, Los Angeles, CA	June 2014-August 2014
<ul style="list-style-type: none"><li>– Processed, cataloged, conditioned, and photographed existing and new acquisitions for the 20th Century Fox collection, private individuals, and home entertainment purposes</li><li>– Assisted the Prop, Art Department, Publicity, and Photo Archive with ongoing and new projects</li><li>– Utilized technical skills to create presentations, spreadsheets, and inventories for collections</li></ul>	
<b>Collections Intern</b> , Peterson Museum for Intercultural Art, Claremont, CA	September 2013-December 2013
<ul style="list-style-type: none"><li>– Researched acquisitions to determine the artifact’s origin, authenticity, and value</li><li>– Selected and assembled objects from the Museum’s collection to produce six separate exhibitions</li><li>– Worked alongside the curator to design exhibits, promote events in the community, and update existing organizational systems</li></ul>	
<b>Event Coordinator Intern</b> , Mindy Weiss Party Consultants, Beverly Hills, CA	May 2013-August 2013
<ul style="list-style-type: none"><li>– Coordinated event logistics by creating spreadsheets and keeping track of RSVPs for high profile events</li><li>– Researched, contacted, and communicated with vendors and venues for future events</li><li>– Participated in the set-up of functions with over 400 guests to ensure events ran smoothly</li><li>– Organized event supplies and created an extensive inventory of items in stock</li></ul>	
<b>Sales Associate</b> , Vanilla Bake Shop, Los Angeles, CA	May 2012-August 2012; 2013
<ul style="list-style-type: none"><li>– Provided exemplary customer service by maintaining a positive and friendly attitude in the workplace</li><li>– Maintained a clean, organized, and aesthetically pleasing storefront to increase patronage and revenue</li><li>– Responsible for closing duties, restocking, and knowledge of the menu</li></ul>	
<b>Education Intern</b> , Los Angeles County Museum of Art, Los Angeles, CA	May 2012-August 2012
<ul style="list-style-type: none"><li>– Organized and executed the Summer Teachers’ Academy, which allowed 40 teachers to explore and study the museum collection</li><li>– Actively engaged in professional development activities such as an curatorial walkthroughs, discussion strategies and artist-led workshops</li><li>– Provided brush painting instruction in the Boone Children’s Gallery</li></ul>	
<b>Museum Ambassador</b> , Hammer Museum, Los Angeles, CA	May 2012-August 2012
<ul style="list-style-type: none"><li>– Actively interacted with visitors of the “Made in LA” biennial, registering over 2,000 guests to vote for the \$100,000 Mohn Award</li><li>– Worked with professional staff to create, design, implement Ambassador Program to enhance public interest and participation in cultural affairs</li><li>– Contributions and productivity of the Ambassador Program led to its renewal for future exhibits</li></ul>	
<b>Secretary</b> , National Honors Society, Beverly Hills, CA	September 2010-June 2011
<ul style="list-style-type: none"><li>– Elected by peers to design a service project and supervise member participation</li><li>– Conceived and executed a school-wide recycling program</li><li>– Raised over \$500 for Alzheimer’s disease research and significantly reduced school waste</li></ul>	

### SKILLS

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**Computer:** Microsoft Office, Adobe Photoshop, Adobe Illustrator, Archivist Toolkit, Windows and Mac OS X