

Crizelle Panis
15230 Normandy Lane
La Mirada, CA 90638
Email: paniscrizelle@gmail.com

Objective

Highly motivated, dedicated, and detail oriented individual, with strong writing and communication skills, who is eager to contribute knowledge, skills, and talents to the company's growth.

Experience

UCSB Repository for Archaeological and Ethnographic Collections 01/2015-06/2015 **Intern in Archaeological Recordkeeping and Collections Management**

- Assisted in NAGPRA work by sorting through Chumash remains from a past excavation
- Completed daily progress reports regarding the remains
- Received and processed incoming archaeological collections
- Updated documentation of past archaeological accessions
- Aided researchers in finding collections and necessary documents for their research
- Conducted inventories of collections and updated computer databases
- Moved and organized collections into new curation cabinets
- Carried out small tasks in order to maintain the facility

Badia Pozzeveri Field School **Student**

06/2014-08/2014

- Excavated post-medieval skeletons, pottery, and other artifacts
- Participated in labs involved in cleaning and labeling bones and material culture from previous field seasons
- Learned and applied the process of Geographic Information Systems (GIS)
- Inputted field school data, such as skeletal findings, into GIS
- Completed context sheets about the excavated skeleton's age, bone measurements, missing bones, sex, condition of bones, etc.
- Assisted in weekly group presentations focusing on the area's findings from the week

Santa Barbara Rape Crisis Center **Volunteer, Receptionist**

06/2013-08/2013

- Answered incoming phone calls
- Organized data from information gathered from victims using Excel spreadsheets
- Assisted in mailing out newsletters
- Reorganized files by period
- Updated addresses and telephone numbers of sponsors
- Performed other tasks as assigned by supervisor

**Hope 4 Kids Preschool and Infant/Toddler Child Care Center
Volunteer**

07/2013-08/2013

- Interacted with children ranging from 2 years to 10 years old
- Assisted the teacher in watching over toddlers in Preschool Readiness Program
- Read books to the toddlers and helped teach them how to count and recognize colors
- Helped distribute lunch to the children and get them ready for naps

Education

University of California, Santa Barbara

09/2011-03/2015

Bachelor's degree in Anthropology, with a Biological emphasis

Skills/Interests

- Proficient in Microsoft Word, Excel, and PowerPoint
- 2010-2011 Business Editor for La Mirada High School *El Toro* newspaper

References

- Christina Friberg -- UCSB Repository Assistant Curator
Email: christinafriberg@umail.ucsb.edu
- Danielle Kurin -- Professor, UCSB
Email: dkurin@anth.ucsb.edu
- Monica Garrido-Vidal -- Crisis Intervention Coordinator, Santa Barbara Rape Crisis Center
Email: monica@sbrcc.net