



Jessica McAllister (she/her)

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1600 Grand Ave, St. Paul, Minnesota, 55105

Education

MACALESTER COLLEGE - ST. PAUL, MN

BACHELOR OF ARTS DEGREE EXPECTED MAY 2024

Major: Classical Mediterranean and Middle East - Classical Archaeology

GPA: 3.78

Minor: Art History

Honors/Awards: Deans List Spring 2022

IES ABROAD - GRANADA, SPAIN

JAN. 2023 - MAY 2023

Relevant Coursework: Islamic Art and Architecture of Spain, Spanish Language, Watercolor

Skills

TECHNOLOGY: Adobe Indesign, Adobe Photoshop, Canva, Photography, Social Media

LANGUAGES: Advanced Proficiency in Spanish, Beginning Proficiency in Arabic

Experience

EMPLOYEE, VISUAL RESOURCE LIBRARY AT MACALESTER COLLEGE - ST. PAUL, MN

SEPT. 2023 - PRESENT

- Organized the Macalester Visual Resource Library Archive with over 1,000 works to make copies of artwork more accessible to professors and students.
- Researched artworks in the Archive and identified inconsistencies within the database to ensure correct factual information for students and faculty.
- Promoted artworks via Instagram to raise awareness to local artists and artwork in the collection.

PROGRAMS MANAGER, FORTUNE RELIEF AND YOUTH EMPOWERMENT ORGANIZATION - MINNEAPOLIS, MN

JUNE 2023 - AUG. 2023

- Passionately advocated for the needs of vulnerable and recent immigrants from the East African region to support their transition into Minnesota.
- Facilitated the process of accessing vital resources such as health insurance, legal resources, and employment services for over 200 clients.
- Demonstrated the ability to fundraise and coordinate events to promote the organization's visibility and its mission.

VOLUNTEER, MINNESOTA HISTORY CENTER - ST. PAUL, MN

SEPT. 2022 - PRESENT

- Assisted with and performed conservation techniques on over 25 objects in the collection of the Minnesota History Center to preserve the history of the artifacts.
- Determined the plan of action for the conservation of objects with the support of a mentor to preserve the artifacts.
- Documented the conservation process of artifacts using photography and reports in order to accurately portray the techniques performed for future records.

INTERN, SAN JUAN DE DIOS MUSEUM - GRANADA, SPAIN

JAN. 2023 - MAY 2023

- Translated multiple texts from Spanish to English and conversely to make the museum and its collection more accessible to visitors from foreign countries.
- Facilitated the organization of files to promote the standardization of the San Juan de Dios archive.
- Edited photos and informational texts to prepare material for the transition to an online archive in order to promote accessibility to future researchers and visitors.
- Communicated and presented creative ideas to mentors in Spanish in order to promote the visibility of the museum and its mission.

EMPLOYEE, AC HOME REPAIR - ST. PAUL, MN

JUNE 2019 - JAN. 2023

- Renovated and repaired houses for 35 hours per week to increase the longevity of homes and to serve the needs of clients.
- Used techniques such as painting, tiling, and woodworking to repair and renovate homes to the upmost standard.
- Promoted trust and teamwork to ensure a safe working environment for the company and clients.