

SYDNEY PETERSON

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VOLUNTEER/INTERNSHIP

March 2020

Intern | Washington State Archive: Puget Sound Branch

- Assisted reference staff in retrieving records for researchers.
 - Importance of managing and maintaining a well-organized collection. It provides ease of access to public as well as providing a comprehensive list of what is available to the public.
- Cancelled due to Covid-19 after two weeks

October 2019 - March 2020 (On Hold due to Covid-19)

Volunteer | National Archives and Records Administration

- Indexed McNeil Penitentiary Intake Forms
 - Process of organizing and indexing artifact information for ease of access to the public as well as providing a comprehensive list of what is available to the public.
- Performed Holding Maintenance on Alaska Cultural Resources
 - Process of preserving public documents for long term storage and preparing a collection for digitization to increase accessibility and search indexing efficiency

July 2019 – January 2020

Volunteer: Gallery Illuminator | Museum of Pop Culture

- Weekly visitor engagement and presentations on museum artifacts.
 - Engaged with a diverse group of individuals from the local and global community, sharing a love of history and pop culture.

EDUCATION

Summer 2018 – Spring 2020

Student | University of Washington | Bachelor of Arts, History | GPA: 3.6

- Developed analytical and research skills, through projects and historical essays.
- Research projects:
 - History of Seattle through the exploration of a single block, Blanchard and Lenora.
<https://sites.google.com/uw.edu/waterfrontsydneyepeterson/home?authuser=0>
 - History of Seattle Anti-War/Anti-Nuclear movements during the cold war.
<https://sites.google.com/uw.edu/group-4-presentation/home>

October 2016 – August 2018

Student | Edmonds Community College

WORK

August 2015 – 2016

Real Estate Broker | North Pacific Properties and Leasing Agent | Pinnacle Properties

- Processed the sale of a home
 - Navigated property laws, organized home sale documentation, and maintained communication with industry contacts. (i.e. mortgage lenders, home insurance, title companies, buying agent)
- Leased apartment homes

- Communicated complex contract and leasing agreements with a diverse set of individuals with unique needs.

October 2009 – August 2015

Clerk/Management | Fred Meyer

- Managed 20 people on average; developed different ways to lead, grow, and communicate with a diverse group of individuals.
- Managed daily projects for 7 sections within the department.
 - Price changes, merchandising, weekly ad display changes, maintain sales floor cleanliness.
- Encouraged departmental communication.
 - Ensured associates had the tools and supplies needed to complete projects. Proactively offered help and allowed independence when appropriate
- Adapted to fast paced retail environment.
 - Sick calls or unexpected increase in customers' needs required ability to redirect focus on areas of the sales floor that needed more attention.

PROJECTS

July 2020

Web Development | Static Personal Web Page | sydneystirling.com

- Wrote HTML and CSS components manually; taking into account media types for reactive content.
- Hosted on AWS S3 with DNS managed by AWS Route 53.

SKILLS

HARD SKILLS

- HTML/CSS
- JAVASCRIPT
- NODE
- SQL
- VISUAL STUDIO CODE
- AMAZON WEB SERVICES
- MS PROFICIENT

SOFT SKILLS

- RESEARCH AND ORGANIZATION
- PEOPLE AND PROJECT MANAGMENT
- ORGANIZED AND CONCISE COMMUNICATION

REFERENCES

[Available upon request.]