
ANTHROPOLOGIST RESUME

Summary:

An individual with exemplary planning, prioritization and delegate skills; Very keen on detail and extremely organized; Ability to mentor staff productively; vast knowledge in human behavior and performance, media production and its different methods and techniques, philosophical systems and religions.

Professional Experience:

Research and Evaluation Manager May 2000- Present
New York Museum of Natural History, Binghamton, NY

Responsibilities:

- Wrote the monthly newspaper reporting recent research findings and discoveries around the world.
- Taught sociology and history special courses.
- Handled the central database of displays, relics and mountings, as well as their reference links with the other museums around the world.
- Conducted research on different historical artifacts and findings based on a specific era or eon, and their importance in today's life and times.
- Researched, collected, collated and analyzed data of every new entry display in the museum.
- Analyzed and documented data on the development of humans linking to primates.
- Planned and conducted methodological research on different behavioral patterns of humans attributed to different demographic factors such as race, class, age, gender and upbringing.

Planning Director January 1995- May 2000
Harvard Business Center, Binghamton, NY

Responsibilities:

- Spearheaded and organized discussion groups with planning officials addressing issues regarding land use and community plans such as transportation, conservation, residential, commercial, industrial, and community use.
- Initiated public meetings set forth by government officials, social scientists, lawyers, developers and special interest groups.
- Designed, promoted, and administered plans and policies affecting housing, transportation, zoning, community facilities open to the public.
- Worked with a group of volunteers to get the general public's opinion on the current issues by conducting surveys, impact studies and field investigations.
- Gathered and analyzed data on economic, social, regulatory and physical factors affecting land use.
- Coordinated with local consultants, architects and third party non-government organizations in the formulation of plans and infrastructure.
- Assessed feasibility study results and recommended approval of proposals to the state government.

Anthropologist June 1988- January 1995
American-African Museum, Allentown, PA

Responsibilities:

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- Taught sociology and history special courses.
- Handled the central database of displays, relics and mountings, as well as their reference links with the other museums around the world.
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Planning Director January 1995- May 2000
Harvard Business Center, Binghamton, NY

Education:

1984 – 1988 Bachelor of Science in Anthropology
Northwestern University, IL

Skills/Certifications:

- Planning and community organizational skills
 - Excellent English/Mexican verbal and written communication skills
 - Training and mentoring skills
 - Public relations, community building and management
 - Visual media production and deployment
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Associations/Organizations:

American Association of Museums, Member
American Anthropological Association, Member

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