
ARCHIVES ASSISTANT RESUME

Objective:

To obtain the position of Archives Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

Summary of Skills:

- Proficient with office software applications, Microsoft Word, Microsoft Excel and Photoshop
- Skilled in accession, arranging, describing, and processing Collections
- Ability to complete repetitive tasks accurately and efficiently
- Ability to physically lift heavy boxes and exhibit props
- Ability to adapt with openness to learning

Work Experience:

Archives Assistant
Northrop Grumman, Romeoville, IL
August 2005 to till date

- Researched, planned, and executed, exhibited and assisted in other archival outreach efforts.
- Coordinated and assisted in collection-specific activities and functions.
- Answered archives and special collections reference requests.
- Assisted in the paging, used and copied.

Archives Assistant
Mahoning Valley Historical Society, Romeoville, IL
May 2000 to July 2005

- Performed greeting patrons and answered basic reference questions
- Assisted in processing archival and man scripted collections.
- Created inventories, stamped and labeled folders and co-authorized.
- Assisted with preservation and conservation projects.

Education:

Bachelor's Degree in Business Administration
Philadelphia University, Philadelphia, PA

[Build your Resume Now](#)