
ARCHIVES TECHNICIAN RESUME

Summary:

A well educated professional who has years of experience in handling artifacts; excellent in organizing exhibits and organizing displays for public viewing; excellent communication skills; vast knowledge in historical facts and has collected numerous artifacts for display in museums and libraries .

Professional Experience:

Library Head Technician August 2005 – Present
National Library, San Diego, CA

Responsibilities:

- Assisted visitors in finding and using library resources, such as reference materials, documentaries, biographies, etc. and provide technical assistance when needed.
- Organized printed and non-printed library materials to prepare them for inclusion in library collections.
- Complied and sorted books and other materials according to procedure and returned them to their designated shelves.
- Provided assistance to teachers and students by locating materials needed.
- Maintained library equipment including computers, photocopiers, and audiovisual equipment and ensured proper working conditions.
- Trained other library staff and supervise their work.

Exhibit Designer March 2000 – June 2005
National Museum, Chicago, Illinois

Responsibilities:

- Organized exhibit shows for proper displays and presentation of paintings and sculptures.
- Acquired and arranged acquisitions of paintings and sculptures for the show in the exhibits.
- Prepared rough drafts and scale working drawings of sets, including floor plans, scenery, and properties to be constructed.
- Coordinated construction and decoration activities to ensure budget and schedule deadlines are met.
- Inspected exhibits in compliance to specifications of designs.

Museum Technicians and Conservators July 1995 – February 2000
National Museum, Chicago, Illinois

Responsibilities:

- Assisted visitors in finding and using library resources, such as reference materials, documentaries, biographies, etc. and provide technical assistance when needed.
- Organized printed and non-printed library materials to prepare them for inclusion in library collections.
- Complied and sorted books and other materials according to procedure and returned them to their designated shelves.
- Provided assistance to teachers and students by locating materials needed.
- Maintained library equipment including computers, photocopiers, and audiovisual equipment and ensured proper working conditions.
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Exhibit Designer March 2000 – June 2005
National Museum, Chicago, Illinois

Education:

Masters Degree in Art History
University of Minnesota, 1996
Bachelor of Arts in Education
University of Minnesota, 1994

Skills/Certifications:

- Skills in organizational and management skills
- Proficiency in computer skills
- Excellent communication and written skills
- Ability to lead and motivate staff
- Knowledge in administrative and clerical procedures

Associations/Organizations:

Texas Association of Museums, Member
American Association of museums, Member

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