
ARCHIVIST RESUME

Summary:

A professional who has an in-depth knowledge of history, society, culture, the arts and literature; has vast experience in data management and has the ability to work well independently, knowledge of historical events and their causes, indicators, and effects on civilizations and cultures, keen on detail and highly organized, outstanding ability to keep records, arrange reports and data archives, exceptional ability to keep tabs in correspondence associated to work.

Professional Experience:

Museum Curator August 2004 – Present
National Museum of History, White Plains, NY

Responsibilities:

Planned and organized planning and acquisition of materials for display for exhibitions.
Selected exhibition themes and designs.
Develop and maintained an institution's registration, cataloging, and basic recordkeeping systems, using computer databases.
Provided information from the institution's holdings to other curators and to the public.
Proposed budget for improvement of the museum's structure, its needs for repairs including climate and pest-control problems.
Supervised and trained junior curators in the correct cleaning procedure and preservation of displays, relics and documents.
Organized auctions; negotiated and authorized purchase, sale, exchange and loan of collections.
Sponsored yearly history trips to different states and countries with known rich cultural heritage.
Conducted and launched special research projects with other curators.
Conducted and organized tours, workshops, instructional sessions geared towards promotion of preservation of history, culture, literature and the arts, as well as acquaint individuals of the available facilities and materials available in the museum.
Historian October 1998 – July 2004
National Museum of History, White Plains, NY

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Education:

1997 – 1999Masters in Sociology, Major in History
Arizona State University, AZ
1993 – 1997Bachelor of Science in Sociology
Arizona State University, AZ

Skills/Certifications:

- Data management and research
 - Strong organizational skills
 - Proficiency in the use of computer databases and MS Office Applications
 - Bookkeeping
 - Internet savvy
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Associations/Organizations:

Texas association of Museums, Member
American Association of Museums, Member

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