

First and Last Name

City, State | Email | Phone Number

linkedin.com/name

EDUCATION

Southern Illinois University Edwardsville (SIUE)

Edwardsville, IL

Bachelor of Science in Anthropology

Expected Graduation: May 20XX

Minor: Forensic Science

RELEVANT COURSEWORK

Archaeological Method & Theory

Anthropology and the Arts

Historical Archaeology

Museum Anthropology

Medical Anthropology

Artifact Analysis

Forensic Anthropology

WORK EXPERIENCE

Exhibition Assistant

August 2024-Present

St. Louis Art Museum

St. Louis, MO

- Record and distribute weekly Museum attendance reports for ticket sales and membership tracking
- Maintain statistics on past exhibitions on attendance, marketing, publications, membership, and shop sales
- Update the Exhibitions Module in Collections Management System ensuring each exhibition is properly documented
- Assist in updating the exhibitions schedule
- Ensuring resources are kept up to date in a variety of formats on a regular basis

Crew Member

May 2021-August 2023

AMC Theater

Edwardsville, IL

- Completed transactions by greeting each guest, identifying the guest's request, operating point-of-sale terminals
- Answered guest questions accurately or directed them to the appropriate resource
- Cleaned and maintained auditoriums, restrooms, lobbies, concession areas, and box office areas
- Monitored auditoriums for picture and sound quality, temperature, lighting levels, audience behavior
- Uphold AMC's *Business Practice Standards* and ensure compliance with company programs

SKILLS

Artifact Analysis

Global Positioning System (GPS)

Collections Management System

Microsoft Office

Exhibit Analysis

Google Drive

Computer Aided Design (CAD)

Facebook Meta Data Suite

HONORS AND AWARDS

Outstanding Student in Anthropology Award

Fall 2023

SIUE Dean's List

Fall 2022-Present

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618) 650-3708 | careerdevelopment@siue.edu