

John Doe

200 West Broadway • Louisville, KY 40202 • 502-213-2222 • john.doe@louisville.edu

OBJECTIVE

Seeking an internship position at a museum that will use my educational background, related experience, and communication skills.

EDUCATION

University of Louisville

Bachelor of Arts, Major: History

Louisville, KY
Presently Attending

Jefferson Community and Technical College

Associate of Arts

Louisville, KY
5/2016

SUMMARY OF SKILLS

- Experienced in museum operations, which includes education and archiving.
- A skilled researcher with strong analytical skills.
- Detail oriented and ability to concentrate on a project of significant magnitude.
- A creative thinker with superior analytical abilities.
- Creative problem-solver who excels at conflict resolution.
- Exceptional interpersonal communicator who collaborates effectively with individuals at all levels.
- Possesses excellent written and verbal communication abilities.
- Proficient in using Microsoft Office; basic knowledge of Adobe Photoshop and InDesign.

EXPERIENCE

Frazier History Museum

Intern

Louisville, KY
8/2016-Present

- Co-collaborate to plan and implement both on- and off-site programming offered for grades K-12.
- Assist in the planning and implementation of interactive visitor stations in the museum galleries.
- Assist supervisor in developing and implementing Family History Nights for schools.
- Develop an interactive PDF of upcoming special events and programming events that is accessible on the museum's website.

UPS

Package Handler

Louisville, KY
8/2014-Present

- Ensure that packages will be put on the belt in a timely fashion, which demonstrates a strong attention-to-detail.
- Display great organizational and time management skills through working third shift while attending college as a Metropolitan College Student.
- Adhere to safety protocol and procedures to ensure a safe work environment at all times.

COMMUNITY ENGAGEMENT

- **Farmington Historic Home**, Volunteer, 2015-2016
- **Locust Grove National Historic Landmark**, Volunteer, 2015

HONORS AND ACTIVITIES

- **Beta Theta Pi**, Member, 2016-Present
- **Dean's List Recipient**, Spring 2016
- **Writer's Anthology Guild Member at JCTC**, Member, 2015