

# John Doe

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## 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

*Concentration- History & English*

Louisville, KY

Currently Attending

GPA 3.5

### Jefferson Community and Technical College

Associate of Arts

Louisville, KY

05/2023

## SKILLS & ABILITIES:

- Experienced in museum operations, including education and archiving.
- A skilled researcher with strong analytical skills.
- Detail oriented and ability to concentrate on a project of significant magnitude.
- 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.

## WORK EXPERIENCE:

### Frazier History Museum

*Intern*

Louisville, KY

08/2022 - 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

07/2020 - Present

- Train new employees on procedures and operational guidelines while fostering positive work environment.
- Organize packages into cannisters pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.
- Foster the integrity of all tools, vehicles, and equipment by performing maintenance and ensuring proper and careful use.
- Promote and adhere to organizational safety protocols, including local, state, and federal policies.
- Display great organizational and time management skills through working third shift while attending college as a Metropolitan College Student.

## COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **Farmington Historic Home, Volunteer** 2019 - 2021
- **Locust Grove National Historic Landmark, Volunteer** 2019

## HONORS & ACTIVITIES

- **University of Louisville, Dean's List honoree** 08/2023 - Present
- **Iota Phi Theta, Secretary & General Member** 08/2023 - Present
- **Metropolitan College, Participant** 08/2020 - Present
- **Jefferson Community and Technical College, Dean's list honoree** 2021 - 2023