

First and Last Name

City, State | Email | Phone Number

linkedin.com/name

EDUCATION

Southern Illinois University Edwardsville

Bachelor of Science in History

Minor: Anthropology

Edwardsville, IL

Expected: May 20XX

Southwestern Illinois College

Associates of Arts

Belleville, IL

May 2022

INTERNSHIP EXPERIENCE

Curatorial Affairs and Museum Program Intern

St. Louis Art Museum

May 2022-September 2022

St. Louis, MO

- Worked one-on-one with staff members from the Curatorial or Learning and Engagement divisions of the Museum to contribute to a specific project
- Developed research files and bibliography and entering exhibition objects
- Revised and augmented annotated bibliographies and exhibition checklists
- Attend local collection and site visits, and helped to identify potential local/regional partnerships
- Assisted with a variety of Family and Youth programming to ensure learning objectives are met

WORK EXPERIENCE

Desk Manager, Woodland Hall

Southern Illinois University Edwardsville

August 2022-Present

Edwardsville, IL

- Enforce University Housing Policies
- Check students in and out of the dorms
- Issue and log parking permits, packages, and keys
- Maintain and update forms and records of residents

SKILLS

Cultural and Historic Resources

Critical Thinking

Historical Research

Microsoft Office

Google Drive

Adobe Photoshop

Canva

Collections Management

CAMPUS INVOLVEMENT

Anthropology Club

Students for Global Outreach

HONORS AND AWARDS

Phi Alpha Theta

SIUE Deans List

May 2023-Present

Fall 2022, Spring 2023

Sample Resume – Please contact us for additional assistance.

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