

SAMPLE RESUME

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Profile

Recent graduate, motivated and enthusiastic, seeking full-time employment in a museum environment.

Education Credentials

Algonquin College Applied Museum Studies	Ottawa, Ontario April 2006
Merivale High School Ontario Secondary School Diploma	Ottawa, Ontario June 2003

Summary of Key Skills

Technical Skills and Artistic Practices

- ✦ Knowledge of the theory and practice of conservation methods
- ✦ Experienced in condition reporting, artefact handling and treatment
- ✦ Technical experience and practice in drawing, painting, printmaking and photography
- ✦ Experienced using 35mm, medium format, large format and digital cameras
- ✦ Knowledge of dry mounting, laminating, custom framing and mount making

Communication and Personal Skills

- ✦ Highly organized and proficient in working as a team
- ✦ Work efficiently in a fast paced environment, ability to multi task and meet deadlines
- ✦ Personable and sensitive toward others in a working environment

Computer Skills

- ✦ Microsoft Word, Excel, Internet Explorer, Electronic Mail, Photoshop, Quark Express, Access, Multi Mimsy XG

Employment History

Volunteer, Collections Assistant September - November 2005
Student January 2006 - April 2006
National Gallery of Canada Ottawa, Ontario

- ✦ Trained on Multi Mimsy XG
- ✦ Application of accession numbers to the silver collection
- ✦ Found home locations for paintings
- ✦ Inventory of crated storage of art

Internship, Student November 2005 -
 Conservation Technician April 2006
Ontario Service Center, Parks Canada Ottawa, Ontario

- ✦ Stabilized blueprints from 1936 of Fort Henry, for permanent storage and housing
- ✦ Condition report and photo document blueprints
- ✦ Treatment of blueprints: Dry clean, adhesive removal, wash, flatten, tear repair, encapsulation and research and development

Conservation Technician
Summer Student June - August 2005
National Gallery of Canada Ottawa, Ontario

- ✦ Condition report for returning loan: William De Morgan Ceramics
- ✦ Completed a condition report and treatment proposal for acquisition
- ✦ Treatment of silver objects

Internship
Photograph Conservation March - April 2005
Library and Archives Canada Gatineau, QC

- ✦ Studied and practiced remedial treatment and care of photographic collections such as: traditional photographic processes, print identification, humidifying and flattening prints and surface cleaning of photographs.

Memberships

Ontario Museum Association, 2006
 Canadian Association for Conservation, 2006
 Canadian Museum Association, 2006

References, transcripts and portfolio are available upon request.