

# KARA DANVERS

Ottawa, ON | 613-321-4321 | danv002@algonquinlive.com | linkedin.com/in/kdanvers

## PROFILE

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Resourceful and detail-oriented **Applied Museum Studies** student with strong academic knowledge in all areas of curatorial and conservation activities in the museum, heritage and cultural sectors. Client services focused professional with a demonstrated aptitude to adapt to shifting priorities and timelines while delivering high quality results. A reliable team player who would be a guaranteed asset to any team.

## SUMMARY OF QUALIFICATIONS

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- Experienced in classifying, organizing and managing artifacts and museum collections
- Gained knowledge of approved conservation principles and applied them to museum practices
- Trained in delivering engaging educational, age appropriate programming to audiences of various age groups and interest areas.
- Learned to design and construct accessible, relevant and accurate interpretative exhibits
- Skilled in cultural resources management, collection care, research and interpretation
- Demonstrates strong interpersonal skills when assessing client needs and provides effective client service to distinct groups in various information management settings
- Used strong communication skills to collaborate effectively as part of a large team
- **Technical proficiencies include:** Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), collections management software and social media platforms

## EDUCATION

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### Applied Museum Studies Advanced Diploma

September 2019 – Present

Algonquin College, Ottawa, ON

- Dean's List: GPA: 3.7/4.0

### Ontario Secondary School Diploma

June 2019

Nepean High School, Ottawa, ON

## RELATED EXPERIENCE

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### Collections Assistant, Field Placement

January 2022 – December 2022

City of Ottawa, Ottawa, ON

- Catalogued artifacts held in the City's Civic Collection using the Proficio database
- Conducted regular audits of inventory to ensure accuracy and completeness, documenting on artwork condition and photographing the art collection
- Handled and transported artifacts, artwork and memorabilia, helping with minor preventive conservation of items in the collection
- Researched the history and background of artifacts to provide detailed documentation
- Answered inquiries and communicated with visitors and members of the public when completing tasks at City Hall and the various sites

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## RELATED EXPERIENCE CONTINUED

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### Educational Exhibit Design Project

January 2021 – December 2021

Algonquin College, Ottawa, ON

- Created an interactive exhibit for a museum to educate visitors on the importance of natural resources found in Canada and sustainable practices for their use and conservation
- Applied principles of exhibit design including layout, interactivity and accessibility to meet museum standards, including various media and technology to enhance visitor experience
- Conducted research on Canadian natural resources to develop educational content that is accurate, engaging and suitable for a diverse audience
- Used eco-friendly materials and energy efficient technologies to design and construct the exhibit
- Developed, delivered and analyzed a visitor feedback survey for further improvements

## OTHER WORK EXPERIENCE

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### Customer Sales Representative

June 2018 – Present

Value Village, Ottawa, ON

- Offer prompt and professional assistance to 30+ customers per shift, answering inquiries, providing product information, and locating merchandise to meet customers' shopping needs
- Receive and organize incoming donations, ensuring quality and cleanliness of items
- Work collaboratively with other team members to maintain a clean and presentable store
- Strategically plan and execute duties based on workload and customer traffic patterns
- Resolve customer issues and offer effective solutions, referring concerns where appropriate

## VOLUNTEER EXPERIENCE

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### Library Volunteer

Aug 2018 – Present

Ottawa-Carleton District School Board, Ottawa, ON

- Schedule classes, small groups and prioritize concurrent tasks and deadlines
- Assist staff and students with the use of the library and conducting research
- Provide information, respond to inquiries, interpret library policies and monitor and ensure appropriate behaviour in the library
- Wrote correspondence and reports as required

## CERTIFICATIONS & TRAINING

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### Standard CPR, First Aid and AED Certification

May 2019

St. John's Ambulance, Ottawa, ON