

# JOHN DOE

## CONTACT

**ADDRESS:**

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Nowhere, OK

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 johndoe5678/

## INTERESTS

Diversity  
Digitization  
Technology  
Engagement

## SKILLS

Collections management  
Shipping and crating  
Art handling  
Environmental monitoring  
Integrated Pest Management  
Courier trained  
Objects conservation  
Grant reporting  
Digital asset management

## SOFTWARE

Adobe Creative Suite <sup>TM</sup>  
The Museum System (TMS) <sup>TM</sup>  
PastPerfect <sup>TM</sup>  
Capture One <sup>TM</sup>  
Microsoft Office Suite <sup>TM</sup>  
Koha

## EDUCATION

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**UNIVERSITY OF NOWHERE** Nowhere, OK

2008 – 2012

Bachelor of Fine Arts

Cumulative GPA 5.0

**COMMUNITY COLLEGE** Fort Cobb, OK

2007 – 2008

American Sign Language

**LIBERAL ARTS COLLEGE** Portland, OR

2006 – 2007

Photography

## WORK EXPERIENCE

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**GALLERY ONE** Assistant Registrar

October 2018 – Present

- ◆ Process documents and logistics for acquisitions and exhibition loans.
- ◆ Maintain collection database and manage digital assets.
- ◆ Monitor gallery and storage environments.

**GALLERY TWO** Collections Project Manager

April 2018 – September 2018

- ◆ Managed technician team in digitization of four hundred 3D objects.
- ◆ Augmented digital object records and published to online collection.
- ◆ Planned and oversaw artwork movements and storage relocations.

**GALLERY THREE** Sculpture Technician

July 2017 – April 2018

- ◆ Cleaned, waxed, and repaired coatings on outdoor sculptures.
- ◆ Maintained water chemistry and records of indoor sculpture fountain.
- ◆ Monitored works' conditions with examination and treatment reports.

**GALLERY TWO** Marketing Assistant

September 2015 – November 2016

- ◆ Curated and scheduled social media content for multiple platforms.
- ◆ Assisted in developing campaign strategies and analyzed data.
- ◆ Produced and directed a donation campaign video.

**GALLERY TWO** Contract Technician

September 2015 – August 2016

- ◆ Photographed works for collection database and online collection.
- ◆ Edited and updated object records and made condition reports.
- ◆ Maintained and cleaned gallery and storage areas.

# JOHN DOE

## WORK EXPERIENCE (continued)

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### **GALLERY TWO** Preparator's Assistant

June 2015 – August 2016

- ◆ Assisted with sculpture maintenance, exhibition installation, and framing.
- ◆ Transported works of art, adjusted gallery lighting, and hung vinyl wall text.
- ◆ Acted as courier for smaller works of art to loaning institutions and local artists.

### **GALLERY TWO** Studio Programs Assistant

June 2015 – September 2015

- ◆ Supervised children's summer art camp staff and campers.
- ◆ Managed teacher payroll, studio upkeep, class scheduling and registration.

### **GALLERY TWO** Collection Technician – Photographer & Cataloger

April 2014 – June 2015

- ◆ Cataloged and augmented object records.
- ◆ Photographed works in hi-resolution and performed automated batch-edits.
- ◆ Prepared weekly reports of digitized objects for staff review.

### **LIBRARY** Book Conservation Assistant

May 2011 – August 2013

- ◆ Conserved and repaired damaged general circulation books and rare objects.
- ◆ Participated in the emergency response team.

### **HISTORICAL SOCIETY** Intern

December 2012 – February 2013

- ◆ Photographed three-dimensional artifacts and archival materials.
- ◆ Labeled and organized objects in the special collections storage area.

## PROFESSIONAL AFFILIATIONS

### **ASSOCIATION OF REGISTRARS & COLLECTIONS SPECIALISTS (ARCS)**

Member 2015 – Present

### **AMERICAN INSTITUTE FOR CONSERVATION OF HISTORIC & ARTISTIC WORKS (AIC)**

Member 2014 – Present

### **AMERICAN ALLIANCE OF MUSEUMS (AAM)**

Member 2013 – Present

## REFERENCES

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Margaret Thatcher  
Registrar, Gallery Two

Nicolas Cage  
Adjunct Instructor, University

Kim Jong-un  
Assistant, Museum