

# ARTS STUDENT

10 Brandeis Lane  
Waltham, MA xxxxx

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## FOCUS:

- Superb research skills and excellent written and oral communication
- Attention to detail, ability to summarize complex ideas into user-friendly format
- Enthusiasm for museum occupations: exhibition design, operations, community outreach

## EDUCATION:

**Brandeis University**, Waltham, MA  
B.A. in History and a Minor in Business  
GPA: x.xx

Expected May 2009

## EXPERIENCE:

**Rose Art Museum**, Brandeis University, MA

### *Head Gallery Guide*

Fall 2006 - Present

- Supervise three guides and serve as lead source of information and resources during shifts
- Manage security procedures on priceless modern art collection and protect works on display
- Welcome and inform patrons

**Harvard Business School Publishing**, Watertown, MA

### *Design & Development Assistant – Corporate Learning*

June 2007 - Present

- Develop mobile learning applications and resources after conducting market research: surveys, competitor comparison, client feedback
- Take lead in developing first-draft project plans and timelines for product development
- Analyze current assets, assign metadata and create comprehensive asset database

### *Quality Control*

2006 - 2007

- Ensured cosmetic quality of all casebooks ordered, up to 5,000 books
- Communicated errors to production staff
- Re-organized hardcopy masters, conducted purge of underutilized cases
- Utilized Excel to create invoices for up to \$25,000 of inventory
- Served as support in projects to reassess value of color cases

**Volunteer Vacations**, Brandeis University, MA

### *Coordinator*

September 2007 - Present

- Conceptualize and execute two alternative spring break trips for 24 Brandeis students
- Administer application process, fundraising, and team building
- Serve as leader and resource to students and volunteer site during trip

## BRANDEIS ACTIVITIES:

**Hiatt Career Center**

### *Hiatt Advisor*

Spring 2006 - Present

- Counsel undergraduates on career building and application materials (resume, cover letter)
- Collaborate with professional staff to develop and execute educational programs
- Support publicity campaigns for large-scale career events

**National Collegiate Volunteers**

Summer 2007 - Present

### *Volunteer*

- Prepared site for construction in New Orleans with Habitat for Humanity and local organizations
- Develop campus advocacy plan, local community service project, and Spring volunteer trip

**“Leave the Bones and Catch the Land: Art from the Kakuma Refugee Camp”**

Fall 2006

- Design and install exhibition with team of 20
- Contributed editorial piece and content/design input to exhibition catalog