

Your Name

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yourname@reinhardt.edu

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Education

Reinhardt University, Waleska, GA

May 20XX

Bachelor of Arts, Art Conservation & Art History

Honors Program, Deans List (All Semesters), Phi Beta Kappa

GPA: 3.87

Relevant Skills

Conservation Skills: Condition and treatment reports, basic preventive conservation, analyzing, and interpreting climate data collected by data loggers, and object handling

Photo Documentation & Processing: Adobe Photoshop

Hand: Painting, drawing, crocheting, and cross-stitching

Scientific Analysis: X-radiography, X-ray fluorescence, Fourier Transform Infrared spectroscopy, and gas chromatography-mass spectrometry.

Relevant Experience

Painting Conservation Studio, Winterthur Museum and Country Estate, Waleska, GA

August 20XX – Present

Conservation Intern

- Develop cleaning, filling, and inpainting skills on easel paintings, murals, and frames
- Compose reports that examine and record the condition and treatment of paintings and utilize the Heiber method of mending tears in canvas supports that needed restoration
- Contribute to conservation resources through the abstracting of conference publication *Conservation in the Nineteenth Century*

Reinhardt University Undergraduate Research Program, Waleska, GA

May 20XX – August 20XX

Summer Scholar, Art Conservation

- Conducted art-historical research and scientific analysis for a technical study of Robert Crannell Minor's *Souvenir of Italy*, a nineteenth-century American Barbizon painting
- Completed scientific analysis including cross-sectional examination, X-radiography, X-ray fluorescence, Fourier Transform Infrared spectroscopy, and gas chromatography-mass spectrometry
- Collaborated with a research group composed of students of different disciplines and presented research at the annual symposium (August 20XX)

Object Conservation Lab, Metropolitan Museum of Art, Atlanta, GA

May 20XX – August 20XX

Conservation Intern

- X-radiographed Moche ceramics and European silver and identified pigments located on Moche ceramics using X-ray fluorescence
- Conducted micro-chemical spot tests on pre-Columbian ceramics to determine the presence and identity of soluble

University of Georgia Museum of Anthropology and Archaeology, Atlanta, GA

January 20XX

Pachacamac Project Intern

- Participated in condition reporting, surveying, and re-housing the collection of Peruvian ceramics and textiles for an IMLS grant
- Surface cleaned, desalinated, photographed, and photo-processed ceramics
- Crafted archival mounts for stable ceramic storage

Extracurricular Activities

Art Conservation Club, Waleska, GA

Fall 20XX – Present

President (Fall 20XX – Spring 20XX)

- Collaborate with executive board to plan educational activities and programs (museum visits, guest speakers)
- Conduct weekly meetings to ensure continuity of the organization and member participation

Winterthur Museum and Country Estate, Waleska, GA

May 20XX – August 20XX & January 20XX

Library Volunteer

- Created labels for serials boxes using Microsoft Word templates and to affix labels to corresponding serials boxes
- Carefully place and sort fragile issues of periodicals

Student Name
888-888-8888
Linkedin.com/in/yourprofileinfo

Education

20XX: Reinhardt University GPA 3.6
Bachelor of Fine Arts: Visual Communications
Honors Program and Dean's List 2011-Present

Summer 20XX: VCUK London Study Abroad
Studio Visits: Saatchi & Saatchi, Johnson Banks, Pentagram, Baseline Magazine, Nadav Kander, Mother, and J. Walter Thompson
Workshops: Letterpress and bookbinding at London Centre for Book Arts

Summer 20XX: People to People
Student Ambassador program to England and France

Honors & Awards

20XX: Women of Promise Honoree
Recognition for exceptional undergraduate women; nominated by a tenured female faculty member

20XX: Art Loop
Experimental video featured at the Kitchen, Atlanta, GA

Experience

20XX-Present: E-52 Student Theatre
Publicity Chair and Manager: Oversee publicity for six plays, design posters, t-shirts, large-scale banners, and all digital and social media
House Manager: Photograph headshots, design and create house display and programs, and sell tickets
Secretary: Maintain meeting minutes, manage multiple mailing lists, and conduct voting procedures
Production Manager: Manage budget and oversee the production staff

20XX-Present: Michèle Haines
Personal Assistant
Design postcards, business cards, brochures, menus, and event invitations. Manage e-mail, blog, social media, and client database. Seek out and correspond with new business partners. Write and transcribe biographical stories and articles for professional world traveling chef

Summer 20XX: Brandywine Workshop
Intern: Managed extensive mailing list and print inventory

Skills & Software

Graphic Design, Photography, Typography, Photoshop, Illustrator, InDesign, FinalCut Pro, HTML, CSS, JavaScript, Microsoft (Word, Excel, Publisher, PowerPoint), FileMaker Pro

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EDUCATION

Reinhardt University

Bachelor of Arts in English

Waleska, GA

May 20XX

GPA: 3.31, Dean's List: Fall 20XX, Fall 20XX

Relevant Coursework: English Literature; Critical Reading & Writing; Textual Tools of Analysis; Teaching Writing One to One

PUBLISHING & WRITING EXPERIENCE

Prestwick House, Inc.

Publishing Intern

Smyrna, GA

June 20XX - Present

- Edit teacher and student editions of popular novels including Hamlet for punctuation, grammar, formatting, and consistency for use in the high school English classroom
- Create two original vocabulary test books of twenty-one lessons with varying questions for a range of student difficulty to help students in preparation for the new SAT
- Develop content and maintained the company's professional blog with posts related to teaching
- Update product listings and descriptions on the company website in order to increase marketability

Writing Center, Reinhardt University

Student Tutor

Waleska, GA

February 20XX - Present

- Assist students to develop and improve skills in pre-writing and proofreading personal essays and research papers
- Conduct an IRB approved research project and paper on understanding the conflict a tutor faces within their academic role
- Attend two monthly meetings regarding tutoring methods, techniques, and appointment troubleshooting

Eagle Literary Magazine, Reinhardt University

Contributor/Member

Waleska, GA

September 20XX - Present

- Create content for flyers and posters designed by advertising team for student managed literary magazine
- Evaluated and edited poetry submissions with a co-editor
- Published one short story and one photograph in the 2015 publication

ADDITIONAL EXPERIENCE

Stonegate Retirement Community

Dining Waiter

Canton, GA

March 20XX - June 20XX (Seasonal)

- Trained new servers and bussers on customer service skills and job tasks
- Served nursing home residents food and drink orders based on dietary restrictions and preferences in fast-paced restaurant
- Collaborated with serving and bussing teams to cater large holiday meals and special events for residents

SKILLS

Software: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Docs, WordPress

Social Media: Facebook, Twitter, Instagram, Tumblr, Pinterest, Vine

Language: Basic Spanish

Web Design: Wix

ACTIVITIES

Blue Pens Creative Writing Club

Member

Waleska, GA

September 20XX - Present

- Attend meetings to share original creative writing pieces and receive feedback from other members
- Edit, provide feedback, and engage in meaningful discussion on original pieces of writing

Outing Club

Member

Waleska, GA

August 20XX - Present

- Participate in numerous adventure trips throughout the semester with activities including white water rafting, kayaking, hiking, backpacking, rock climbing, mountain biking, caving

YOUR NAME

yourname@reinhardt.edu | 678-831-5555

EDUCATION

Reinhardt University

Bachelor of Arts in Mass Communication

June 20XX

Minor: **Journalism**

Overall GPA: 3.75, Major GPA: 3.88 in the Honors Program, Deans List: all semesters

Relevant Coursework: *Media & Society, Principles of Communication Theory, Economic Issues & Policies, Journalism in a Free Society*

RELEVANT EXPERIENCE

InStyle Magazine | *Home & Life Etc. Intern*

August 20XX- Present

- Conducted home and entertaining trend research and wrote copy for monthly features
- Coordinated market outreach for gift guides and stories and performed various administrative tasks

Canton News Journal | *Features Intern*

August 20XX- December 20XX

- Wrote feature articles focusing on style and dining for life section and weekend insert
- Pitched two to three weekly articles including photo assignments and covered entertainment-based events in the region

Cosmopolitan Magazine | *Editorial Intern*

May 20XX- August 20XX

- Researched and fact checked information for feature articles in health and relationships
- Interviewed sex and health expert and pitched articles
- Wrote boxes and sidebars for feature articles and conducted on- the- street interviews
- Organized and tabulated survey research and responded to reader mail

University Office of Communications | *Intern*

August 20XX- December 20XX

- Wrote feature, news and profiles for the university's news wire as well as enterprise pieces for the alumni magazine, *The Eagles*
- Wrote copy for "RU Sibling's Guide" and for the university's honors program website

RELEVANT CAMPUS EXPERIENCE

The Review Newspaper (circ:20,000)- News Features Editor, Food Columnist, Enterprise Editor and Student Affairs editor (May 20XX- May 20XX). Pitched and wrote weekly articles.

RU IN Fashion Magazine (circ:5,000)- Writer (May 20XX- May 20XX). Pitched and wrote fashion and career articles.

Lambda Pi Eta, Communication Honor Society- President (May 20XX- May 20XX). Organized communication department-based events to promote extracurricular involvement and alumni relations.

SKILLS

Incopy, basic InDesign Blogger, Wordpress, AP Style, Lexis Nexis, Podcasting, Microsoft Office