

RÉSUMÉ SAMPLE : MUSEUM EDUCATION

Joe Smith

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EDUCATION

The George Washington University, Washington, DC

Master of Arts in Teaching, Museum Education, GPA: 3.9

August 2010

Bachelor of Arts in Anthropology, Minor in Art History, GPA: 3.5 Cum Laude

May 2007

EXPERIENCE

Smithsonian American Art Museum, Washington, DC

August 2010 - Present

Coordinator, Public Programs Volunteer Department

- Assist with public program events, such as engaging families in monthly family day activities and greeting visitors and distributing programs at lectures and films
- Facilitate hands-on cart activities in the galleries designed for visitors to explore the museum

Intern, Education and Videoconferencing Department

- Created and presented videoconference tours for school groups nationwide
- Developed training materials and facilitated a seminar for docent videoconference presenters

The Phillips Collection, Washington, DC

October 2009 - April 2010

Museum Assistant

- Served as museum representative to visitors by providing information on wayfinding, facilities, and other exhibition-related questions
- Monitored all persons and activities in the galleries, ensuring the enforcement of museum policies and procedures for the protection of the museum's priceless collections

Truesdell Education Center, Washington, DC

September-December 2009

Education Intern

- Observed and assisted teachers and students ranging from 5th to 8th grade, including language arts, social studies, history, and special education classes
- Created and implemented a three-part museum experience centered on a visit to the Newseum by public school children

The George Washington University, Washington, DC

May 2008 - June 2009

Executive Assistant, Department of Geography

- Supported the overall functioning of the academic department by budgeting, updating web and print material, ordering office supplies, scheduling classes, processing student applications, organizing and maintaining files
- Communicated regularly with faculty, staff, and students, providing a high level of customer service to all department constituents and prospective students

Berlitz, Japan; NOVA Group, Tokyo, Japan

August 2007- February 2008

Language Instructor

- Worked with Japanese adults of all skill levels to improve their English fluency
- Created and executed individualized learning programs for 8 to 10 adult learners each day

Randall Scott Gallery, Washington, DC

May 2006 - May 2007

Gallery Intern

- Performed administrative tasks, including updating mailing lists and client database, compiling and organizing information on artists, and creating exhibition labels and other print material
- Greeted and provided information to prospective customers during regular gallery hours and openings