

Sampl E. Student

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EDUCATION

The University of Pennsylvania, School of Design Expected Graduation May 20xx
Master of Science, Historic Preservation, Concentration: Materials Conservation

Fall 20xx

The Mechanics Institute, The General Society of Mechanics & Tradesmen, NY, NY
Facilities Management Program May - July 20xx

The International Institute for Restoration and Preservation Studies, Umbria, Italy
San Gemini Preservation Studies Program – Building Restoration May 20xx

Undergraduate University, City, State
Bachelor of Arts, Art History, Minor English, Certificate in Historic Preservation

WORK EXPERIENCE

Building Conservation Associates, Inc., Philadelphia, PA May - July 20xx
Conservation Technician Intern

- Designed and implemented new building condition identification and tracking system using BluBeam Revu. Became go-to person in office for this software application
- Completed paint analysis, including identification of original paint color and preservation recommendations report, for Schwab Auditorium
- Implemented lab tests of various paint removal systems on brick and stucco samples
- Performed condition survey of train platforms at Union Station, in Washington, D.C.

Fairmount Park Historic Preservation Trust, Philadelphia, PA Sept. 20xx - December 20xx
Conservation Technician Intern

- Restored historic windows and shutters, including glazing/de-glazing, minor repairs, wood consolidation, puttying, and painting
- Performed conservation work for on-going projects including repointing, graffiti removal, use of basic carpentry skills, power tools, and ladders/scaffolding

America Israel Cultural Foundation, New York, NY January - July 20xx
Development Assistant

- Oversaw and executed major mailing project for annual gala event; managed member database; assisted Director with research and other projects as necessary

Solomon R. Guggenheim Museum, New York, NY Sept. 20xx - Sept. 20xx
Visitor Services Supervisor, Box Office/Group Sales Assistant

- Managed daily operations at admissions desk including reconciling all operating funds and revenue, trained and supervised a team of six visitor assistants, monitored membership incentive inventories, resolved policy disputes, created daily schedules.
- Acted as membership representative: promoted and sold memberships, maintained member records in database (Raiser's Edge).
- Made group reservations, arranged educators for guided tours, greeted and checked-in groups, managed all phone, fax and email correspondence, processed group and tour payments, composed monthly group sales revenue reports in Excel.
- Promoted and sold tickets for seasonal performance series and public programs; managed box office operations at events including reconciling funds, ticket distribution and control.

Spherion Professional Staffing Services, Bellevue, WA October 20xx - April 20xx
Receptionist/Sourcer

Johnson & Johnson, New Brunswick, NJ Aug. 20xx - July 20xx
Corporate Art Program Assistant

Texas Pacific Group, Private Equity Firm, New York, NY July 20xx - Aug. 20xx
Office Manager