

Arthur History

Boca Raton, FL | 561-555-5555
Arthurhistory@gmail.com

EDUCATION

Bachelor of Arts in History

May 20XX (Expected)

Florida Atlantic University, Boca Raton, FL

- GPA 3.5
- Thesis: Infusing a Historical Lens onto Innovative Practices to Promote Museum Attendance

Relevant Coursework

History of American Immigration and Ethnicity, American Material Culture to 1860, Shopping, Travel & Leisure in 20th Century America, Writing History, History of Western Ideas

EXPERIENCE

Business Development/Curator Intern

January 20XX - Present

Bonnet House Museum & Gardens, Ft. Lauderdale, FL

- Assist supervisor with research and editing of grant proposals and press releases
- Led a team of 3 other interns in the event and program preparation
- Install, assemble, and arrange two exhibits on the historical development leading to the acquisition of artifacts
- Clean, polish, and carefully handle artifacts, paintings, and architecture
- Manage website, social media content, and photographs

Content Editor

January 20XX - May 20XX

FAU's University Press, Boca Raton, FL

- Wrote and edited news articles, features, press releases, and marketing material for the university student newspaper
- Fact-checked, proofread, and signed off on completed articles from student writers
- Researched and used communication skills to network with various members of the university to create news stories and highlight on-campus trends, issues, and activities

SKILLS

Gallery Systems EmbARK, MS Office (Word, Excel, PowerPoint), MS Visual FoxPro, Adobe Photoshop, Adobe Illustrator



FAU CAREER CENTER

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