

ELLA ALONSO

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VOLUNTEER WORK

The Field Museum, Chicago, IL

Scientific Volunteer, Mammals Division, June 2014 - present

- Aiding curator in verification and preparation of specimen for further analysis
- Compiling spreadsheets of data from the collection according to field notes
- Organizing and identifying specimen by species, preservation types, or locations upon collections for further preparation or study

RECORD MANAGEMENT EXPERIENCE

Columbia College, Chicago, IL

Student Worker, Records Office, January 2013 - present

- Executing management and updating of records and databases, including data entry
- Coordinating and organizing archives pertaining to student information such as verifications of enrollment
- Filing, organizing, and occasionally rehousing inter-departmental files
- Performing administrative duties, returning and redirecting phone calls, and answering emails

RELEVANT COURSEWORK

Gallery Management Practicum, Fall Semester 2013

Instructor: Robert Blandford

- Worked with Graphic Designer on show logo and branding
- Collaborated with others to compose promotional pieces
- Installed show pieces received from artists
- Documented state of pieces received to catalogue for future reference
- Communicated effectively with multiple parties to ensure clear, concise understandings of events

EDUCATION

Columbia College Chicago, Chicago, IL

Bachelor of Arts in Arts Management, 2011 - present

Concentration in Visual Arts Management, double minor in Art History and Photography

GPA

OTHER SKILLS

Exceptional communication and organizational skills

Knowledgeable in Art History (Paleolithic to Modern)

Proficient in Microsoft Office: Word, Excel, Powerpoint

Conversational in verbal/written Spanish

Competent in verbal/written French