

Creative * Historic Research * Artistic * Retail Experience

EXPERIENCE

- Since 2009, managed a blog about mid-century clothing and artifacts
- Creative presentation of merchandise in a small retail space
- Customer oriented assistance for retail shoppers and anticipating their needs
- Management of theatrical productions
- Event coordination, development and execution
- Brings a creative approach to writing research papers, professional letters and blogs

OBJECTIVE

My career goal is to share my knowledge of the mid-20th century in assisting in theatrical and film productions in becoming period correct.

SKILLS

- Hand sewing, currently learning by machine
- Experience working with clothing and antiques
- Microsoft Office
- Image editing
- Experienced in using Windows and Mac systems
- Web based content management systems

WORK EXPERIENCE

Office Assistant

Erb Memorial Student Union | 2009 - 2010

Create copy for publications and advertisements, managed copy and media on client websites. Copy editing and proofreading, printing and mailing documents.

Retail Sales Assistant

The Clothes Horse | 2008 - 2010

Assist customers with clothing selections, develop attractive display of retail merchandise, opening and closing of shop.

Venue Assistant

The John G. Shedd Institute for the Arts | 2007 - 2008

Merchandise, ticket, and concession sales, pre-show dinner prep, service and take down, stage and classroom set up and strike, receptionist duties, lobby security including interaction and assistance with patrons.

Volunteer Interpretive Tour Guide

Mission Mill Museum | Summer 2005 and 2006

Greeted museum guests while in period costume, give guided tours, conduct historic research, assist with special events, serve as office assistant.

EDUCATION

Bachelor of Arts in History

University of Oregon Class of 2010

References Available Upon Requests