

Kayla Buska

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OBJECTIVE

To obtain archivist position with Metropolitan Museum of Art utilizing organizational skills and historical knowledge

EDUCATION

University of Connecticut

Bachelor of Arts, History, GPA: #.##/4.00

Honors: Deans List (Fall 20xx-Spring 20xx), Golden Key Society

Relevant Coursework: Museums and the Interpretation of Culture, World of Late Antiquity, The Renaissance, Eighteenth Century European Art, Baroque Art, The Artist and Society

Financed 75% of education through scholarships and part-time employment

Storrs, CT

May 20xx

Umbra Institute, Study Abroad

General Studies Program

Relevant Coursework: Intermediate Italian, Survey of Italian Renaissance Art

Perugia, Italy

January-May 20xx

SKILLS

Computer: X-Ref Library Archive System; Microsoft Excel, PowerPoint, Publisher

Language: Conversational Italian

RELEVANT EXPERIENCE

William Benton Museum of Art, University of Connecticut

Gallery Attendant

Storrs, CT

January 20xx-Present

- Lead exhibit museum tours for students, faculty, staff, and members of the general public demonstrating knowledge of art pieces and historical relevance
- Research exhibits and artists using archival and online resources in order to present accurate and interesting information to audience members during tours

Wallingford Public Library

Assistant to the Reference Librarian

Wallingford, CT

June-August 20xx

- Answered visitors' research questions and provided reference services using X-Ref
- Maintained accurate categorization system for all sections of the library, ensuring all library materials were returned to proper location

LEADERSHIP EXPERIENCE

Classics and Ancient History Club, University of Connecticut

Development Chair

Storrs, CT

September 20xx-Present

- Arrange workshops for club members involving site visits and professional speaker series

Outreach Committee Member

September 20xx-May 20xx

- Co-designed Microsoft PowerPoint presentation articulating significant American historical advances
- Volunteered in three advocacy programs at local high schools to expand their knowledge and understanding of history

First Year Programs, University of Connecticut

First Year Experience Mentor

Storrs, CT

August-December 20xx

- Mentored a class of 18 first-year students in the transition from high school to college
- Monitored HuskyCT class website including grading discussion posts and updating deadlines

ADDITIONAL EXPERIENCE

Olive Garden

Server

Hostess

Manchester, CT

June 20xx-Present

April 20xx-May 20xx (Seasonal)

Tyler Dayton

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OBJECTIVE

To obtain a summer internship in a law practice demonstrating research, organizational, and communication skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Philosophy, December 20XX

Minor in Psychology

Major GPA: #.##/4.00; Cumulative GPA: #.##/4.00

Related Classes: Ethics, Social and Political Philosophy, Criminology, Philosophy and Neuroscience

LEGAL EXPERIENCE

Department of Consumer Protection, State of Connecticut, Hartford, CT

Intern, May 20XX-August 20XX

- Updated and maintained the Department website using WebPlusX4, implemented news and announcements section to provide consumers relevant information
- Reviewed legal pleadings, such as civil investigative demands, subpoenas, administrative complaints, consent orders, and memoranda for spelling and grammatical errors
- Observed compliance meetings, formal administrative hearings, investigatory hearings, and legislative and regulatory public hearings to increase familiarity with investigative process and reporting structure

Law and Business Society, University of Connecticut, Storrs, CT

Secretary, January 20XX-May 20XX

- Recorded and organized minutes at biweekly chapter and executive board meetings to keep accurate accounts of upcoming projects
- Presented minutes to full membership prior to the start of each meeting to support meeting productivity

ADDITIONAL EXPERIENCE

Athletics and Recreation Services, University of Connecticut, Storrs, CT

Student Intramural Program Assistant, September 20XX-Present

- Supervise players and officials at athletic activities and programs while recording accurate score information
- Enforce rules and policies for safety and accident prevention by addressing player misconduct and unsportsmanlike behavior when necessary

ACTIVITIES AND VOLUNTEER EXPERIENCE

GUARD (Giving UConn a Responsible Driver) Dogs, University of Connecticut, Storrs, CT

Volunteer Dispatcher, September 20XX-December 20XX

Fantasy Football League, University of Connecticut, Storrs, CT

Member, September 20XX-Present

Intramurals, University of Connecticut, Storrs, CT

Team Player (Soccer, Basketball, and Flag Football), September 20XX-Present

COMPUTER SKILLS

HTML, Microsoft PowerPoint, Excel, Word, WebPlusX4 (Website Design Software)

(OVER FOR ANOTHER SAMPLE RÉSUMÉ)