**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

 Fine Arts Research or Administrative position in the St. Louis area.

**Summary**

* Internship at St. Louis Museum of Art History
* Internship at Missouri Art Society
* Magna Cum Laude graduate with BA in Fine Arts
* Proficient with MS Office, Windows, and the Internet

**Education**

 **Bachelor of Arts in Fine Arts, May 2023**

 **Illinois State University, Normal, Illinois**

 Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Art History Methodologies Architecture: Castles, Cathedrals

 European Art and Architecture Asian Art and History

 American Art and History European Art

 Modern Art Spanish and French

**Experience**

 **Education Internship, June 2022-August 2022**

 **Saint Louis Museum of Art History, St. Louis, Missouri**

* Served as acting Research Assistant for grant from the Institute of Museum and Library Sciences
* Developed teaching suggestions and object information guides for public use
* Processed and updated museum membership data using The Raiser’s Edge

 **Curatorial and Collections Intern, May 2021-August 2021**

 **Anytown Tax and Bookkeeping Service, Anytown, New York**

* Researched label information and acquired relevant archival display materials for “The World of Art in Miniature” exhibit
* Updated and created new entries for automated cataloguing system

**Activities**

* Independent research paper presented at Interdisciplinary Undergraduate Research Conference, 2023
* Tutored peers in paper and essay writing and editing, 2021-2023
* Dorm Resident Assistant, 2022-2023

©2023 CollegeGrad LLC. All rights reserved. For personal, individual use only. Templates available for free download at [CollegeGrad.com/resumes](https://collegegrad.com/resumes)