**Kelly R. Jones**

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**Objective**

 Research or administrative position with a non-profit in the St. Louis area.

**Summary**

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

**Education**

 **Bachelor of Arts in Liberal 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 History

 Modern Art Spanish and French

**Experience**

 **Research Assistant, June 2022-August 2022**

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

* Served as acting Head Researcher in carrying out a 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, June 2021-August 2021**

 **Missouri Historical Society, St. Louis, Missouri**

* Researched label information and acquired relevant archival display materials for “Our World 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

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