**Historic Site Administrator Template**

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**Objective**

To be an Historic Site Administratorspecializing in war artifacts and implements in a large metropolitan museum

**Summary of Qualification**

* Almost a decade of experience as a Historic Site Administratorin managing historically significant surviving buildings and structures.
* Excellent writing and organization skills

**Career Experience/Job History**

**1995 – Present: Historic Site Administrator, Virginia Historic Commission**

* Oversee the restoration building projects of historic sites including homes of generals and presidents during the American War of Independence and the American Civil War.
* Coordinate with reputable archeologists, anthropologists and history professors in evaluating the restoration projects.
* Implement the required security measures to prevent vandalism and unauthorized entry.
* Develop memorial program brochures and information materials about the historic sites in print on online.
* Manage staff in daily maintenance of historic sites.
* Arrange for fundraising and grants
* Oversee events of commemoration involving historic war sites

**Education**

1996 – 2005: Various in-house trainings and seminars on curatorship, antique recognition, museum management

2003 – 2995: MBA, Boston University

1991 – 1995: Bachelor of Arts in American History, Virginia State University

**Professional reference will be furnished upon request**