**Museum Archivist Resume Template**

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**Objective**

A management position as museum archivist in a large metropolitan museum specializing in presidential and historic American documents.

**Summary of Qualification**

* More than a decade experience as a museum archivist first for a historical library and then for a presidential and biographical museum
* Excellent writing and organization skills

**Career Experience/Job History**

**2003 – Present:  Assistant Museum Archivist, Richard Nixon Presidential Library and Museum**

* Assist the Museum Archivist in the maintenance of the presidential collection
* Supervise the museum aides in cataloguing presidential artifacts
* Evaluate presidential artifact to their authenticity before becoming part of the collection.
* Coordinate with archeologists, politicians and relatives of the former president to ensure authenticity of artifacts being considered for exhibition.

**2000 – 2003:  Assistant Museum Archivist, Stowitts Museum & Library**

* Coordinate with archeologists and historians in authenticating manuscripts for possible inclusion in the museum’s collection
* Supervise the cataloguing and updating of museum archive documents.

**Education**

2001 – 2004: MS in Archeology, Stanford University

1995 – 1999: Bachelor of Arts in History, Cornell University

**Professional reference will be furnished upon request**