**Museum Cataloguer Resume Template**

**Eliza J. Star field**

Yorba Linda, Orange, CA

Phone: 657-550-9293

[starfield\_ej@ycmail.com](mailto:starfield_ej@ycmail.com)

**Objective**

A management position as museum cataloguer in a large metropolitan museum

**Summary of Qualification**

* More than a decade experience as a museum cataloguer for a presidential and a biographical museum
* Excellent writing and organization skills

**Career Experience/Job History**

**2003 – Present:  Assistant Museum Cataloguer, State Presidential Library and Museum**

* Assist the Museum Archivist and Curator in categorizing and cataloguing the museum’s collection in the war category.
* Photograph each item in various views and stores as JPG file in the corporate database with the right filing information.
* Develop together with other cataloguers a numbering system to unify the collection in the database system.
* Assist the IT department in the development of a system to allow individual PC flat screen displays in each exhibit location for visitor inquiries and automatic information display.

**Education**

2001 – 2004: MS in Archeology, Stanford University

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

**Professional reference will be furnished upon request**