

# Jane Doe

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## Employment

### Gallery attendant,

10/07-present

The Esther Prangle Rice Gallery, McDaniel College, Westminster

- Install and uninstall art exhibits
- Work directly with artists on installation process
- Oversee the safety of the artwork, which is valued at thousands of dollars, and sometimes more
- Greet exhibit patrons
- Answer questions about exhibits and the gallery in general

## Education

**McDaniel College, Westminster, Md.** Anticipated Graduation date: **May 2009**

- Studying for Bachelor of Arts degree in graphic design and art history
- Studied abroad — Perugia, Italy, Spring 2006

## Honors

- Dean's List
- Scholastic Art Award winner, Fall 2006

## Organizations

### Vice president, Ars Nova (McDaniel Art Club)

- Plan student exhibitions
- Write and design literature to accompany exhibitions
- Market club activities to new and returning students
- Coordinated and planned creation of student mural on campus

### Study abroad peer advisor, McDaniel College

- Advise individuals and groups about McDaniel's study abroad programs
- Design pamphlets and advertisements about programs
- Maintain course database
- Speak to classes about study abroad programs

## Skills

### Computer programs

- Adobe suite, Quark Xpress, Microsoft Office Suite
- Proficiency in Mac and Windows operating systems

### Language

- Fluent Italian
- Conversational Spanish

## References

### Dr. Arthur Smith

Director, Rice Gallery  
McDaniel College  
410-555-7445, ext. 23  
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### Steven Mase

Professor, Graphic design  
McDaniel College  
410-555-7445, ext. 8  
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### Virginia Russell

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