

Pat B. Graduate

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OBJECTIVE: Editorial Assistant at University of California Press

Anthropology Ph.D. (June 20XX) with progressive experience in expository, media and academic writing. Skilled in proofing, editing and synthesizing content for publication. Outstanding organizational skills; meticulous attention to detail; ability to juggle multiple tasks and meet tight deadlines. Additional skills include:

- Fact checking
- Copywriting
- Database administration
- Market research
- Microsoft Office Suite, Macintosh
- Quark, Photoshop, SASS, Dreamweaver

EDUCATION

Ph.D. Anthropology – University of California, Davis, June 20XX

Bachelor of Science Social Sciences – California Polytechnic State University, June 20XX

RELEVANT EXPERIENCE

Writing/Editing

- Edited submitted papers for content, coherence and language usage.
- Accurately transferred edited copy from print to Quark and formatted material for publication.
- Completed Ph.D. dissertation: currently synthesizing select chapters for publication.

Research

- Developed, implemented and interpreted ten-page questionnaire.
- Created sampling techniques including special variant of standard random sample.
- Prepared raw data for computer analysis.

Organization/Administration

- Developed archival system for museum film collection.
- Coordinated all aspects of four-day, international professional conference under short lead time constraints. Developed agenda, scheduled speakers and organized discussion groups.
- Catalogued and curated the American Indian Ethnographic Film Collection for the California Indian Museum.
- Scheduled and coordinated auditions and interviews for performers and technical staff for commercial and industrial film projects.
- Evaluated and contacted prospective clients and talent agencies as production assistant in commercial and industrial film projects.

WORK HISTORY

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| Teaching Assistant | Department of Anthropology, UC Davis, Fall 20XX-Present |
| Associate Instructor | Department of Anthropology, UC Davis, Summer 20XX |
| Curatorial Intern | Gorman Museum, UC Davis, Summer 20XX |
| Field Archaeologist | Sequoia National Park, CA 20XX-20XX |

List relevant, Presentations/Publications/Associations here – if numerous, change section heading to “Selected Presentations” or “Selected Publications” and only list a few