

# Jane Doe

## Archivist

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## Summary

Highly motivated and experienced Archivist with a strong background in archival theory and practice, digital preservation, and collection management. Proven track record of successful project management, grant writing, and research assistance. Possesses excellent communication and outreach skills, with a strong attention to detail and organizational abilities.

## Experience

### Archivist

National Archives and Records Administration • Washington D.C., USA • Jun 2018 - Present  
Archivist

- Appraised, acquired, and processed historical records and documents with a 95% accuracy rate
- Developed and implemented a digital preservation strategy, resulting in a 30% increase in online collections access
- Collaborated with curators and exhibits team to design and install exhibits, with a 25% increase in visitor engagement

### Archival Assistant

New York State Archives • Albany, New York, USA • Jan 2017 - May 2018  
Archival Assistant

- Assisted in the appraisal, acquisition, and processing of historical records and documents with a 90% accuracy rate
- Developed and maintained finding aids and catalog records, resulting in a 20% increase in research requests
- Provided research assistance to scholars and the public, with a 95% customer satisfaction rate

## Education

### Master of Library Science

University at Albany • New York, USA • Aug 2015 - May 2017  
Archives and Special Collections • 3.8/4.0

## Skills

Archival theory and practice

Digital preservation and conservation

Collection management and cataloging

Research and reference services

Grant writing and fundraising

Project management and leadership

Communication and outreach

Attention to detail and organizational skills