**Kelly R. Jones**

123 Main St., Apt. 101

Wichita, KS 67230

Mobile: 316-555-1234

kjones@shockers.wichita.edu

**Objective**

 Obtain an internship in fine arts research or history of arts administrative position in the

 Kansas City area.

**Summary**

* Internship at St. Louis Museum of Art History
* Internship at Kansas Art Society
* Magna Cum Laude graduate with BA in Fine Arts
* Proficient with MS Office, Windows and the Internet

**Education**

 **Bachelor of Arts in Fine Arts, May 20XX**

 **Wichita State University, Wichita, KS**

 GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Art History Methodologies Architecture: Castles, Cathedrals

 European Art and Architecture Asian Art and History

 American Art and History European Art

 Modern Art Spanish and French

**Experience**

 **Education Internship, June 20XX-August 20XX**

 **Saint Louis Museum of Art History, St. Louis, MO**

* Served as acting Research Assistant for grant from the Institute of Museum and Library Sciences
* Developed teaching suggestions and object information guides for public use
* Processed and updated museum membership data using The Raiser’s Edge

 **Curatorial and Collections Intern, May 20XX-August 20XX**

 **Kansas Art Society of Painters, Wichita, KS**

* Researched label information and acquired relevant archival display materials for “The World of Art in Miniature” exhibit
* Updated and created new entries for automated cataloguing system

**Activities**

* Independent research paper presented at Interdisciplinary Undergraduate Research Conference, 20XX
* Tutored peers in paper and essay writing and editing, 20XX-20XX
* Dorm Resident Assistant, 20XX-20XX