

Julie Geiser

julie.geiser@email.net · 717-555-1212

Campus Address

Box 5555 - Albright College
13th & Bern Streets - PO Box 5234
Reading, PA 19612-5234

Home Address

1155 Conestoga Trail
Lancaster, PA 17603

OBJECTIVE

Museum Education and Planning Internship for LancasterHistory.org

SUMMARY OF QUALIFICATIONS

Extensive Collections Management Experience • Proven Ability to Describe Archival Materials
Excellent Written and Verbal Communication Skills • Knowledge of Local History • Three Years of Customer Service

EDUCATION

Albright College, Reading, PA

Bachelor of Arts in History and Anthropology, May 2021

- History GPA: 3.3/4.0; Cumulative GPA: 3.3/4.0

Relevant Coursework

- American Economic History
- History of the Family in Latin America
- U.S. Working Class History
- Provost Scholarship Recipient, 2017-Present
- The Origins of American Civilization
- U.S. in the Nineteenth Century
- World History II

RELEVANT EXPERIENCE

Historical Society of Pennsylvania, Philadelphia, PA

Archival Internship, Summer 2020

- Performed physical assessment and preliminary classification of artifacts and documents relating to Latin American immigrants including diaries, photographs, letters, deeds, newspapers, and working papers
- Researched via internet and academic resources historical and cultural information for cataloging purposes resulting in a more thorough archival process
- Organized and described over 1,700 items for the catalog using appropriate research, knowledge of collection items and strong written communication skills
- Collaborated in the preservation process of materials, becoming familiar with appropriate cleaning products and tools of preservation, requiring precision and attention to detail

Central Pennsylvania African American Museum, Reading, PA

Research Intern, October 2019-May 2020

- Researched southeastern Pennsylvania Underground Railroad facts and stories for context for donated documents and artifacts
- Interviewed slave descendants for historical stories; transcribed stories to add to museum's online and print resources for new exhibit
- Organized materials for cataloging and exhibit purposes making it easier for researchers and guests to find particular items of interest

ADDITIONAL EXPERIENCE

Gingrich Library, Albright College, Reading, PA

Library Assistant, 2018-2019

- Provide excellent service to students, faculty, staff and community members by helping them utilize library databases for research purposes and locate resources within the library

TGI Friday's, Reading and Lancaster, PA

Server, 2016-2018

- Managed 5-8 tables of 2-8 guests simultaneously, providing friendly and efficient service while anticipating guests' needs, exceeding guests' expectations evidenced by personal guest requests and positive comments