

# Caroline Jones

*Poor Quality Resume*

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**Objective:** I am seeking a position where my education and experience will be utilized and I can gain more experience in the field of Art Administration.

## Education

09/[Year] – Present

Bachelors of Arts in Art Administration, Simmons  
Honors: GPA: 2.9  
Joined student clubs including, Student Government Assoc.  
With Study Abroad program, traveled throughout Europe and visited countries including England, France, Germany, Italy

May [Year]

Received diploma from City High School, Boston, Class of [Year]

## Work Experience

May [Year]- present

Boston Art Gallery  
45 Washington Street, Boston, MA  
Showroom Associate  
Help in gallery; hang new art work; work with owner: complete paperwork for sales.

5/[Year]-8/[Year]

**Fancy Restaurant**, Boston, Mass  
Waitress; served meals and helped at bar; answered phones;  
Used people skills; opened restaurant

June-Aug [Year]

Camp Wilderness, Salem, MA  
Camp Councilor  
Worked at summer camp; planned activities including swimming, water safety, Hiking, canoeing, arts/crafts, etc

## Skills And Interests

Macintosh Computer, Word, Powerpoint, McDraw, Adobe Fotoshop, Microsoft Office  
Enjoy dancing, going to concerts and to travel.

**Other:** Volunteered as mentor for Big Sister. Also often help at homeless shelters in Boston (Rosie's Place) when time permits.

Volunteered during Earth Day in high school

Helped with Relay for Life walk.

**EDUCATION**

**Simmons University**, Boston, MA

Bachelor of Arts in Art Administration, anticipated May [Year]

*Honors:* Dean's List, GPA: 3.62

*Activities:* Student Government Association, Secretary, 3 years; Sirens; Alternative Spring Break

*Study Abroad:* Studied Conversational Spanish, University of Madrid, Spain, Summer [Year]

**EXPERIENCE**

Boston Art Gallery, Boston, MA

[Year] - Present

**Showroom Associate**

- Prepare gallery for new exhibitions and properly hang and install artwork, adhering to specific instructions of gallery owner
- Open and close store independently, manage financial transactions, and accurately maintain sales records
- Demonstrate strong customer service skills while answering phones, greeting clients, and providing administrative support to maintain daily gallery operations
- Recognized by supervisor for detail orientation and accuracy

Fancy Restaurant, Boston, MA

[Year] – [Year]

**Waitress**

- Waited on tables, tended bar, and answered phones for takeout orders/delivery
- Monitored and recorded accurate inventory supplies.
- Maintained overall cleanliness of restaurant
- Opened and ran restaurant on weekends. Supervised staff, delegated tasks, managed and solved any problems with customers or within restaurant
- Trained new waitresses on using computer system and with improving customer service skills

Camp Wilderness, Salem, MA

Summer [Year]

**Camp Counselor**

- Worked at co-ed summer camp for children ages 5 – 12 years
- Supervised groups of 12 -15 campers which included swimming, water safety, canoeing, and hiking
- Planned and implemented age appropriate activities when previously scheduled plans were interrupted due to weather

**COMMUNITY SERVICE**

Big Brother/Big Sister, Boston, MA

[Year] – [Year]

**Volunteer**

- As mentor for 12 year old girl, plan weekly outings and attended agency-sponsored events
- Established excellent rapport with teen and several family members

**SKILLS**

Computer Skills: Microsoft Word, PowerPoint, Macintosh Letra Studio, McDraw, Adobe Photoshop  
Foreign Language: Conversational Spanish