



SARAH C WYER

writer • researcher • historic interpreter

OBJECTIVE

Resourceful and collaborative graduate student in Arts and Administration program, seeking a position where my research, leadership, writing, communication, and problem solving skills can be exercised.

EDUCATION

M.A. in Arts Management, expected 2016
University of Oregon, Eugene, OR
Merit Scholarship recipient

B.A. in Anthropology and Folklore, 2014
University of Oregon, Eugene, OR

WORK HISTORY

Student Advocacy Council President

Jordan Schnitzer Museum of Art,
Eugene, OR 2014-present

Collections Intern

Jordan Schnitzer Museum of Art,
Eugene, OR 2013-14

Admissions Staff

Jordan Schnitzer Museum of Art,
Eugene, OR 2012-present

Barista

EMU Outlet Cafes, Eugene, OR, 2012-14

Sales Representative,

Digital Department

The Duck Store,
Eugene, OR, 2012-2013

Docent/Shop Clerk

Save Our Heritage Organization,
San Diego, CA, 2010-12

Telephone Interviewer

Competitive Edge Research Corp.,
San Diego, CA, 2007-10

Clerical Aide

Compass Theatre, San Diego, CA, 2009

Secretary

FCI Metal Works, San Diego, CA, 2007

Telephone Interviewer

Field Research, San Diego, CA,
2006-07

PROFESSIONAL ACCOMPLISHMENTS

MUSEUM WORK

- Ensured smooth operation of house museum tours by coordinating with coworkers, teaching tours, performing tours, and learning every tour offered.
- Gained valuable experience as a volunteer intern assisting the Registrar with Collections at the Jordan Schnitzer Museum of Art.
- Participated as a student curator for the exhibit Placing Pierre Daura (2014) at the Jordan Schnitzer Museum of Art, a responsibility requiring three academic terms of research, team work, and exhibition planning and implementation.
- Published in the exhibition catalog for Placing Pierre Daura (2014).

COMMUNITY SERVICE & DEDICATION

- Contributed over 550 volunteer hours to several nonprofit organizations, researching local history, becoming involved in community events and public outreach.
- Participated in month-long archaeology field school in England, living in a tent and gaining experience in survey techniques, finds processing, and archaeological methodology.
- Traveled independently to the Yucatan area of Mexico to research Mayan ruins.
- Pursued involvement with and adapted to a variety of fields, including a position as a writer for the UO publication Ethos Magazine, volunteer publicity coordinator at Archaeological Legacy Institute, lab assistant cataloging archaeological data at San Diego State University, and serving as an active member in academic clubs.
- Presented original research at the University of Oregon Undergraduate Research Symposium in 2013 and in 2014.
- Recognized for academic achievement via multiple placements on the Dean's List, invitations to the honor societies Sigma Alpha Lambda and Golden Key, and as a recipient of an Arts and Administration Merit Scholarship to begin Graduate Coursework.

COMMUNICATION & CUSTOMER SERVICE

- Adapted to diverse customer base by tailoring educational tours at two historic museums to successfully engage different ages and cultural expectations.
- Set up focus groups for market research and conducted opinion polls, persuading people to give their input on grassroots and political campaigns via telephone interviews.
- Communicated and interacted effectively with customers while running the box office at a small theater, selling tickets, giving tours at museums, and serving as a waitress and gift shop operator at a locally owned tea room.

ORGANIZATION

- Coordinated daily business of two museum shops by stocking, cleaning, working the register, handling cash, and greeting guests.
- Organized important paperwork, created schedules for various performances, assisted in cast auditions, and handled client database and outreach for nonprofit theater company.
- Established and organized client database for manufacturing business, maintained business website, conducted outreach and advertising efforts, created work schedules, and kept office stocked.
- Experienced with both PC and Mac operating systems, Microsoft Office, and accurate transcription and data entry.

(619) 694-8423 • 1515 Polk Street #6, Eugene, OR 97402

