**Museum Director Resume Template**

**Dave G. Sinclair**

Greenwich Vill., New York City

Phone: 212-443-9011

sinclair\_dg@ycmail.com

**Objective**

A management position as a Museum Director in a large metropolitan museum

**Summary of Qualification**

* 16 years of experience in museums, first as a curator in a private museum then as an assistant director for a large metropolitan museum.
* Excellent supervisor, managerial and organization skills
* Excellent verbal, writing skills in English as well as interpersonal people management skills.

**Career Experience/Job History**

**2002 – Present:  Assistant Museum Director, New York Museum**

* Work with noted archeologists, anthropologists and historians in identifying, authenticating and cataloguing historical and cultural artifacts of the last 3,000 years.
* Assist developing budget and funding approvals.
* Contract 3rd party reproduction of authentic pieces for exhibition
* Approve all HR hiring and movements as cleared be the museum director
* Coordinate with IT to ensure that the museum catalogue database is properly maintained and its website updated.

**1994 – 2002:  Museum Curator, Antiquities, Vanderbilt Museum**

* Ensure high authenticity in museum artifacts.
* Ensure correct cataloguing of museum exhibit collection
* Approve all HR hiring and movements as cleared be the museum director

**Education**

2002 – 2006: MBA, Stanford University

2000 – 2002: MS in Archeology, Stanford University

1990 – 1994: Bachelor of Arts in History, UCLA

**Professional reference will be furnished upon request**