

Laura Ingalls Wilder



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OBJECTIVE

To obtain an administrative position in a historical society utilizing my skills in education, communication, and research.

EDUCATION

Bachelor of Arts in History

May 2004

Bethel College, St Paul, MN

- Minor: Women's Studies
- GPA: 3.75, Dean's List

RELATED EXPERIENCE

Teaching Assistant

Fall 2003-present

History Department, Bethel College, St. Paul, MN

- Organized review sessions for large lecture-based class
- Monitored web-based online discussion group using Blackboard
- Entered grades into grade book

Interpreter/Guide Intern

Summer 2003

York County Museum, York, PA

- Participated in the re-enactment of historical events in York County
- Served as a guide for 10 school field trips for all levels of students
- Wrote and edited monthly newsletter about upcoming events
- Catalogued newly acquired artifacts and memorabilia focusing on the role of Harley Davidson & Pfaltzgraff factories in York County

Office Assistant

Fall 2002-Spring 2003

Career Services, Bethel College St. Paul, MN

- Answered incoming calls and scheduled appointments for professional staff
- Entered new jobs into database using FileMaker Pro
- Responded to inquires from employers and students about how to find on and off campus jobs

WORK EXPERIENCE

Wait staff

Summers 2001, 2002

Isaac's Deli, Mechanicsburg, PA

- Greeted customers in a professional manner and provided efficient service
- Assisted in organizing special events and parties

CAMPUS & COMMUNITY INVOLVEMENT

Tutor, Bethel College Writing Center

Spring 2003-present

Member, Bethel College Women's Choir

Fall 2000-present

Participant, Spring Break Service Project to Mexico

Spring 2002, 2003