

Jessica Sloan Dickson

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Summary

A dedicated learner who is very organized and has experience in academic research and the organization of collections. Experience in data entry, curating items, and organizing research materials and artifacts. Can handle a heavy workload and is willing to go the extra mile to ensure the efficiency and accuracy of tasks.

Work Experience

LBJ School of Public Affairs, Dean's Office

February 2020- Present

Senior Student Associate

- Managed the Dean's schedule and welcomed guests
- Organized the building's office supplies and ensures they are distributed effectively
- Acted as a secretary for every department by providing support on a multitude of tasks
- Assisted on accounting projects for an upcoming audit

Texas Archaeological Research Laboratory

September 2019- Present

Intern

- Creating an Inventory of the Roger Springs Field Site (years 2010-2012)
- Navigating the curation process and proper procedures for artifact storage
- Sorted through excavation reports and lot forms for all of the excavations of this site in order to understand site proveniences in context and review previous findings
- Authored a lab report of findings from this site thus far including, research goals, methods, data collected, and conclusions that can be drawn at this time

The University of Texas Club

January 2019- Present

Receptionist

- Input reservations and event registrations in Member's First database
- Navigated and edited member information in the Member's Pride database
- Greeted customers and assisted as needed
- Aided in other office work and email correspondence with members

Erwin Center Ticketing Office

September 2018- October 2019

Ticketing Associate

- Operated the online ticketing systems for the Erwin Center and DKR Stadium
- Assisted customers in finding the best seats for their price range.

Volunteer Experience

Bell County Museum Volunteer

August 2015- August 2018

- Developed computer input skills while adding new memberships, correcting information, and cataloging new collection pieces into the Past Perfect catalog system.
- Constructed and deconstructed traveling exhibits with many individual pieces. This required organization and attention to detail as well as physical strength (to move display cases and their contents).

Gault School of Archaeological Research Volunteer

April 2016- Present

- Worked on the Smith and Moore Archaeological digs
 - Helped collect artifact samples.
 - Helped document artifacts collected.
- Volunteered at the GSAR laboratory at Texas State University.
 - Cleaned and sorted artifacts from various locations and dig sites

Education

High School diploma - Belton New Tech High School at Waskow

August 2013 - June 2017

- Graduated as Salutatorian
- Cumulative GPA 111.227

Attending The University of Texas at Austin

Fall 2017-Present

- Seeking a Bachelor of Arts in Anthropology
- University GPA: 3.82
- Major GPA: 4.0

Texas Archaeological Society Field School (Survey Crew)

June 2018

Program for Belize Archeology Field School

May 2019 – June 2019

Skills and Personal Attributes

- | | |
|-------------------------------------|----------------------|
| • Fast learner | • Data entry |
| • Friendly | • Prompt |
| • Hard-working | • Can take criticism |
| • Dedicated | • Organization |
| • Can handle multiple tasks at once | • ArcGIS |
| • Detail- Oriented | • ERDAS |
| • Microsoft Office Suite | • RStudio |

References

Mikaela Young
Curator of Collections & Exhibits
Bell County Museum
201 N Main St.
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(254)-933-5244
Mikaela.young@bellcounty.texas.gov

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