**Nora A. Yearling**  
123 West Main, Apt. 43

Highland Heights, KY 41099  
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**CAREER OBJECTIVE**

Entry-level position in a company or institutional archive, utilizing skills in research, writing, and organization

**EDUCATION**

Northern Kentucky University, Highland Heights, KY   
Bachelor of Arts in History, 3.6/4.0 GPA Expected: May 20XX

Minor in Political Science, 4.0/4.0 GPA

3.8/4.0 Overall GPA

  Financed 100% of costs of education and living

**RELATED EXPERIENCE**

**Cincinnati Historical Society** Cincinnati, OH

**Archival Processing Intern**  September 20XX-Present

* Surveyed boxed materials and culled out items not meeting collection guidelines
* Listed box contents and wrote folder lists
* Wrote finding aids for small collections
* Learned different levels of archival processing and the overall policies and resources of the society

**Lee G. Eagle, Attorney at Law** Newport, KY **Legal Clerk and Assistant** March 20XX-August 20XX

* Organized office filing system and calendar
* Maintained office bankruptcy software and records
* Researched wills and deeds at county courthouses

**OTHER EXPERIENCE**

**Applebee’s** Highland Heights, KY  
**Server, Trainer** August 20XX-Present

* Trained approximately 80% of wait-staff since fall of 20XX
* Coordinate employee availability and assist in organizing weekly schedule
* Won employee of month award 6 times

**HONORS/ACTIVITIES**

Phi Alpha Theta, History Honors Society, 20XX-Present

* Wrote 4 articles for chapter newsletter

Member, The Campbell County Historical and Genealogical Society, 20XX-Present

* Assisted with publication of newsletter

NKU Presidential Ambassador, 20XX-Present

**SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher; QuarkXPress;

Dreamweaver

**LANGUAGE SKILLS**

Fluent in Spanish