

PROFESSIONAL SAMPLE

CARPENTER | WOODWORKING | VISUAL ARTS

Initiative-taking, purposeful and skilled in carpentry, woodworking, and creative arts. Possess a record of leading, providing support and collaborating with team members to achieve organizational goals. Exceptional eye for detail. Seeking an entry level position and eager to learn. Experienced in creating/managing documents, inventory organization & tracking. Participate in staff meetings. Effective communicator capable of working in fast paced environments. Technology skills include Video Editing Software, Adobe Premiere, Avid Media Composer, Adobe Creative Cloud, Google Suite, Spreadsheet/Excel, Microsoft Office, and Data Entry.

HIGHLIGHTED ACCOMPLISHMENTS

- Built window frames for historic Massachusetts landmarks and stable doors for Peddocks Island in the Boston Harbor.
- Developed, wrote, and edited various media, narratives and creative presentations illustrating Massachusetts Historic Preservation Corps services. Wrote, designed, and edited instructional videos on how to responsibly manage power tools.
- Provided marketing tools/strategies for the nationwide organization hosted presentations for conservation community demonstrating services provided by the Conservation Association.
- Completed NPS Historic Preservation Fundamentals Course; Certifications: WFA/CPR, Lead RRP, Chainsaw, OSHA 10.
- Travelled to Haiti to volunteer/work beside Haitian carpenters to build school desks, benches, and shelves (October 2019.)

RELEVANT EXPERIENCE

XXXXXXXXXX ASSOCIATION, MA

Historic Preservationist / Carpenter (February – December 2021)

Assessed the needs of historic structures and monuments to restore and rehab their foundations. Developed project plans, scheduled, and organized projects following strict timelines and outlined expectations. Lead teams in coordination with contractors, project managers, and industry professionals. Obtained and utilized a diverse set of skills including window restoration, carpentry, masonry, and landscaping to adapt to the needs of historical sites.

- Carpentry skills include milling wood; use of power tools (table saw, miter saw, router, jointer, mortiser, band saw, planer) and hand tools (push saws, pull saws, hand planes, wood chisels). Consistently maintained clean work areas.
- Dutchman repairs; built/repaired tenons, glazing beds, mortices, profiles; hand cutting glass, hand and power sanding, hand priming/painting windows, cleaning glass, faux windows, historic window installation, sash cords.
- Used acrylic, oil, and water-based paint. Selected appropriate paints based on material type and weather conditions. General and precision window priming/painting. Cleaned brushes depending on paint type needs. faux windows.
- Executed strategic project planning leading small crews. Delegated tasks, project documentation, contacted site partners. Ensured effective execution and timely completion of projects. Coordinated with National Parks Service, Massachusetts Department of Conservation and Recreation staff, and private/non-profit organizations.

XXXXXXXXXXXXXXXXXX, CA / MA

Advisor (October 2019 – Current)

- Assist customers' needs throughout their shopping experience. Exhibits extensive knowledge of the company and its products.
- Successfully reach store's daily goals. Reports daily statistics to management team. Provide guidance/resources to customers.

XXXXXXXXXXXXXXXXXXXXX EQUIPMENT OFFICE, MA

Equipment Office Associate (Spring 2018 – Spring 2020)

- Tracked inventory, organized props, and managed data entry for over twenty Emerson Channel TV shows/productions.

XXXXXXXXXXXXXXXXXXXXX, LLC., NYC

Production Assistant (Summer/Fall 2019)

- Supported producers/directors/lighting designers. Assisted in gaffing, running tasks, Shot Behind the Scenes photography of film.

XXXXXXXXXXXXXXXXXXXXX NETWORK/MILESTONE TV, NYC

Intern (June -December 2019)

- Designed graphic arts for social media promotions. Assisted in branding research. Ran errands and tasks to complete company projects. Collected metadata for releasing comedy specials. Reviewed edits and media content. Performed Data entry.

EDUCATION

Bachelor of Arts, Visual and Media Arts • XXXXXXXXXXXXXXXXXXXX, MA (2021)