

# Jennifer Brown

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## SELECTED EXPERIENCE

### UPenn Museum

*Museum Archives Volunteer*

Philadelphia, PA  
Oct. 2010- present

- Organizing, identifying, and cataloging the museum's Roman Glass collection on 4x5 slide film.

### Mütter Museum

*Front Desk; Gift Shop*

Philadelphia, PA  
Jan. 2010-present

- Greeting guests, selling museum admission tickets, explaining museum policies, answering phone calls, serving as point of contact between visitors and College of Physicians staff.
- Sales and general gift shop upkeep.

### Project Basho

*Monitor*

Philadelphia, PA  
Sept. 2009-Sept. 2010

- Reviewed scheduled appointments and made appropriate preparations for the day such as setting-up and breaking-down necessary equipment, collecting useful materials, and ensuring a professional presentation of the space.
- Answered phone calls, received patrons, and coordinated between patrons and staff. Performed additional tasks as needed.

*Assistant to Project Basho*

Oct.-Dec. 2009

- Coordinated with instructors to create the listing of classes and workshops for spring 2010. Prepared course webpages using HTML.
- Reviewed and responded to all questions and concerns from current and potential students, instructors, and members of Project Basho.

### Ghost Tours of Philadelphia

Mar. 2010- Oct. 2010

### Eastern State Penitentiary

June-Nov. 2009

*Tour Guide*

Philadelphia, PA

- Formed the given information in a way that integrated my own personality so as to best present the information in a cohesive narrative appropriate for tours depending on age group, number of participants, and interest areas of the party.

## EDUCATION

**Maryland Institute College of Art (MICA)** Class of 2009

Baltimore, MD

*BFA in Painting with minors in Art History, Culture and Politics (Philosophy), and Photography.*

GPA: 3.7; Deans List (every semester); MICA Grants for Academic Achievement (2006-09).

## ADDITIONAL VOLUNTEER AND WORK EXPERIENCE

United States Census Bureau (Enumerator, 2010); Wildflour Bakery (Farmers market sales, 2009); Breaking Bread Whole Foods Catering Service (Food preparation and service, 2007-2009); Beth El Soup Kitchen (Volunteer 2006-09); The Photo Center (Sales and Counter Clerk, 2008); Freelance Bar Mitzvah Photographer (2008); A Part Gallery (assistant on temporary projects, 2007-2008); Randan Henna Tattoos at Six Flags Great Adventure (Henna Tattoo Artist, 2005-2007).

## COMPUTER SKILLS

**Microsoft Office Suite:** Word, Excel, Outlook, Powerpoint.

**HTML:** Coda.

**Adobe:** Photoshop.