Sample Resume for Humanities and Social Sciences

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Resume
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> **Section headers** make it easier to find specific types of information.

> Include **digital content** but only if it's professional and up to date.

> Use standard fonts (Times New Roman is used here, no smaller than 12 font) and do NOT use colored fonts as they may not show up on all computer programs. Send a NEW pdf (older versions can become corrupted). No Columns. No Tables.

EDUCATION

University of Arizona - Tucson   expected May 2020
Ph.D. in Anthropology

University of California - Berkeley   2015
B.A. in Anthropology
Minor in Architecture

> **Education** is usually posted in reverse chronological order with the university name first and then degree (your academic lineage) and the dates on the right side (your timeline).

RELEVANT RESEARCH EXPERIENCE

University of Arizona, Department of Anthropology
Research Assistant to Dr. Henry Paul   2017 -Present
Research Project: Bridging the Divide: Christianity and Collective Memory in the Republic of South Sudan

- Collected, filtered, and analyzed Twitter messages to examine collective memory.
- Used geographic information science (GIS) to combine information about Christian church membership with Twitter text.
- Utilized Tableau to analyze patterns in social media across time frames and geographic regions of the Republic of the South Sudan.

> **Research Experiences** are listed in reverse chronological order and highlight relevant skills. The research project title and advisor are included. To highlight your skills, use an **action verb** + the **purpose** + the **result.**

University of California - Berkeley
Department of Anthropology   2013-2015
Thesis Advisor: Dr. Marilyn Casper
Senior Thesis: The Role of Architectural Acoustics on Movement Patterns of People in American Public Housing

- Collected acoustical information of human movement in public housing during different times of day and in different areas of the home.
- Analyzed sonograms to determine relationships between human movement, timeperiods, and the architectural features of rooms.

> The **footer** should include your **name** and the **page numbers** for easy ordering.
>
> **Name the file with YOUR last name.**

> Format: Important information on the left and dates on the right

RELEVANT TEACHING EXPERIENCE

University of Arizona, Department of Anthropology Teaching Assistant – Introduction to Human Evolution (ANTH 150) – Three semesters

- Designed weekly lesson plans for small group discussions (25 students in each section).
- Guided students to synthesized complex theoretical concepts from weekly lectures.
- Facilitated student small group discussions and then their sharing and comparison of perspectives.

PROFESSIONAL EXPERIENCE

U.S. Senate Office of John F. Kerry, Boston, MA Intern   Summer 2010

- Responsible for collating information about an upcoming bill on healthcare.
- Created visualizations and summaries of data on healthcare.

RELEVANT PUBLICATIONS (Use the documentation/style manual appropriate to your field)

McMicchael, Kelly. "The role of collective memory in digital memory archives." In prep.

McMicchael, Kelly. "Catholic Leadership and Statehood in Southern Sudan." *Cultural Anthropology*. May 2017: 56-75. Print.

Paul, Henry and **Kelly McMicchael**. "Healing Faith: Collective Memory and Christianity in the Sudan." *Omni 5*, April 2018: 45-65. Print.

RELEVANT PRESENTATIONS

McMicchael, Kelly and Paul, Henry. "Catholic Leadership and Statehood in Southern Sudan." Society for Cultural Anthropology.   2018

McMicchael, Kelly, Paul, Henry, and Rosalyn Martinez*. "Measuring Collective Memory: Techniques Used to Study Transactional Large-Scale Data." Graduate 2016 Student Symposium. Philadelphia, PA

*Indicates undergraduate author

GRANTS, AWARDS, CERTIFICATES, AND HONORS

Certificate in College Teaching, Office of Instruction and Assessment,
        University of Arizona   2018

SERVICE ACTIVITIES

Anthropology Department Graduate Council Representative   2017-2018
Served on Professional Development Committee collaborating with the WritingCenter and Career Center to develop professional skills workshops such as Workshops for Non - Academic Careers.

LANGUAGES AND SKILLS

Ancient Greek – Intermediate; French – Fluent

- Tableau, GIS

Callout boxes:

Teaching Experiences are listed in reverse chronological order. List each course title and number (indicates intro or upper division course). You may also add the size of the class, and your duties and responsibilities.

Professional experiences can indicate additional relevant experiences and skills. List your primary responsibilities and duties.

Relevant publications are listed in reverse chronological order. List only those that are relevant to this specific job as an indication of your written communication skills.

List **relevant** local, national, and international **presentations** as they provide examples of your professional communication skills.

Grants, Awards, Certificates, and Honors are listed in reverse chronological order and can indicate your ability to secure funding. Names that are not well recognized may require a brief explanation.

Service Activities can be at the departmental, college, or university level and can demonstrate additional transferable skills.

Relevant Languages and Skills clearly identify specific areas of expertise. These should be included in your research experience to provide context for your expertise.