Sam Sycamore

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Education

Indiana State University, Terre Haute, IN   Expected May 2020
Bachelor of Arts in History
GPA: 3.4/4.0

Internship Experience

Veterans Memorial Museum, Terre Haute, IN   June 2018 – Aug. 2018
Archivist Intern

- Filed, organized, and displayed a variety of military memorabilia and artifacts from WWI, WWII, Korea, Vietnam, Persian Gulf, Iraq, and Afghanistan
- Assisted Manager and Archivist to secure copies of personal and treasured artifacts during donation pick-ups
- Conducted tours and workshops geared towards promotion of preservation of history and military heritage

Vigo County Public Library, Terre Haute, IN   June 2017 – Aug. 2017
Library Intern

- Sorted and filed reference and circulation documents in chronological and alphabetical order for easy retrieval
- Scanned and organized over 100 digital documents into SharePoint database
- Developed a working knowledge about the organization and care of library materials, library services, and programs

Work Experience

Office of Registrar, Indiana State University, Terre Haute, IN   Sep. 2016 – Present
Student Account Analyst Assistant

- Efficiently and accurately process student payments via cash, check, and credit cards
- Perform various administrative duties such as operating phone systems, faxing, copying, printing, scanning, and mailing
- Maintain collaborative relationships with faculty, staff, and students representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints

Volunteer Experience

Terre Haute Humane Society, Terre Haute, IN   Jan. 2016 – Present
Part-Time Volunteer

- Provide clerical support to staff by organizing and filing animal records and answering phones
- Assist in preparing paperwork and record keeping and pulling up records from database when requested
- Provide compassion and care to the animals and apply the shelter's policies to appropriately report injuries or hazards to animals and the public