**Archaeologist Resume**

* Effectively communicate, orally and in writing, to the public, government, employees, and other entities, Self-motivated and able to work well with other staff and supervisors (i.e., a “team player”),Working knowledge of standard office software packages (e.g., Microsoft Office suite)
* Effectively communicate, coordinate, and cooperate with a wide range of individuals and groups
* Demonstrated skill preparing reports and interacting with clients
* Demonstrated experience in writing archaeological reports under the MTCS Standards and Guidelines for Consultant Archaeologists
* Demonstrated work experience related to archaeology in the Western United States (NW Coast, Columbia Plateau, and Great Basin)
* Skill in writing and reviewing cultural resource inventory reports and evaluating significance of cultural resources
* Experience writing and reviewing Section 106-related archaeological reports
* Proficient in and consistently demonstrates and promotes policies and procedures for HSSE, including client-specific training (if applicable)
* Experience in writing proposals and managing projects is essential
* Experience working in the consulting environment and ability to handle multiple projects simultaneously and be responsive to both internal and external clients
* At least five years supervisory experience planning and executing projects from project inception through closeout
* Experience post M.A. in supervising archaeological surveys and/or excavations
* Experience managing field crews of 2-12 people
* At least four years of experience successfully executing technical aspects of medium to complex projects
* Excellent working knowledge of the MTCS Standards and Guidelines for Consultant Archaeologists
* Knowledge and experience using ArcGIS
* Strong knowledge of historic preservation laws and policies, including SEPA, NEPA, NHPA, ARPA, and NAGPRA
* Experience working in an archaeological lab
* Some experience or familiarity with the Section 106 process and state/federal historic preservation laws is required
* Experience with the archaeology and architectural history of the Pacific Northwest, Alaska, and Rocky Mountain regions
* Experience in Cultural Resource Management in Ontario
* Three to eight years of experience required
* Relevant archaeological field experience
* Valid Puerto Rico driver’s license required
* Conducting site file checks at various archaeological repositories throughout Arizona and Nevada
* Cataloging and processing of historic artifacts and macrobotanicals
* Undertaking historical heritage assessments, preparing statements of heritage impact, research designs and conservation management plans
* Understanding of how to so scholarly research
* Undertaking archaeological survey and excavation
* Conducting field activities independently, within a team, and in remote areas
* Preparing permit applications (e.g., Section 57/60/140 applications)
* Providing specialist technical advice on heritage management to clients
* Assist staff in identifying, evaluating, and monitoring cultural resources, and consult and coordinate for habitat restoration projects
* Obtains licensing and/or permitting for bother existing and proposed CPS Energy facilities
* Responsible for planning and conducting assignments/ projects having broad scope for independent accomplishment and coordination of difficult tasks
* A flexible approach to working hours to meet the demands of the role, including occasional working away from home
* Or less - Per month including overnight and occasional camping
* Participates in the planning and preparing of multiple-use resource management plans and environmental impact documents
* Act as a tribal liaison maintaining and building relationships with the Oregon tribes and tribes out-of-state
* Be pro-active in liaising with Thames Water’s senior archaeologist and providing technical support for the environmental team and town planners
* Contribute to and lead business development activities, including proposals, pre-qualifications, and relationship building with clients and prospective clients
* Facilitates/coordinates meetings involving contractors, user areas and management
* Participates in community activities and trade show events promoting positive customer relations
* Testifies in public hearings and/or court proceeding cases as an expert witness on environmental issues
* Provides input in developing environmental awareness conservation and sustainable strategies
* Conduct archaeological, historical, and ethnographic research using geodatabases, libraries, and archival facilities
* Manage tasks and projects according to approved scopes of work, and deliver quality reports on schedule and within budget
* Shows leadership in striving to continuously improve technical performance
* Builds and maintains productive professional and personal networking relationships
* Development and implementation of research designs, work plans, schedules, analysis and reporting