**PERSONAL SUMMARY**

An adaptable and resourceful Archaeologist who has a successful track record of investigating, excavating and analysing archaeological artefacts, such as pottery, weapons, coins and human remains. Maxine has a patient and methodical approach to undertaking archaeological field investigations. She can inspire and lead a team to deliver stunning archaeological outcomes in line with a projects key aims. Furthermore, as a true professional she is able to propose, implement and monitor measures necessary to comply with national, environmental and social legislation. On a personal level she has always had a natural curiosity for learning about the past. Right now, she is looking for a suitable position with an organisation that has a friendly and encouraging atmosphere within which to grow and bloom.

**CAREER HISTORY**

ARCHAEOLOGIST – Start Date – Present  
Employers name – Location  
Responsible for leading a diverse team that examines artefacts such as prehistoric tools, buildings, bones and tiny organisms.

Duties;

* Managing the work of contractors and other third parties.
* Organising teams of diggers and volunteers.
* Advising on the archaeological implications of planning applications.
* Liaising with clients, engineers, other design team members and curators.
* Providing leadership to junior team members.
* Analysing artefacts in a laboratory setting.
* Taking and then studying aerial photographs of excavation sites.
* Visiting sites of historical interest.
* Creating virtual simulations of how archaeological sites or artefacts would have looked in the past.
* Planning surveys and excavations.
* Recording all facts accurately.
* Labelling artefacts and then storing them away.
* Advising on the preservation and conservation of historical artefacts.
* Working on field excavations and digs.
* Using the latest software to produce simulations of the way a building, site or artefact would have looked.
* Checking planning applications.

JOB TITLE – Start Date – End Date  
Employers name – Location

JOB TITLE – Start Date – End Date  
Employers name – Location

**KEY SKILLS AND COMPETENCIES**

Professional

* Using mathematical, statistical and computational modelling techniques to come to conclusions.
* Have a careful and methodical approach to work.
* A good degree qualification in Archaeology and qualifications in other related disciplines.
* Strong technical skills along with excellent report writing ability.
* A member of the Chartered Institute of Archaeologists.
* Knowledge of the techniques of archaeological excavation and the processing and analysis of artefacts.
* Excellent communication, presentation and teamwork skills.
* Can work to tight deadlines due to property development schedules etc.

Personal

* Able to work outside in adverse weather conditions.
* Physically fit and able to conduct excavations with shovels and other tools.
* Have no trouble bending, kneeling, standing and lifting.
* Prepared to work evenings and weekends.

**AREAS OF EXPERTISE**

Community archaeology  
Commercial archaeology  
Research archaeology  
General excavation  
Recording techniques  
Archaeological fieldwork  
Excavation projects  
Collecting data  
Conservation  
Human evolution  
Forensic investigation

**ACADEMIC QUALIFICATIONS**

University name  –  Degree details              Study Dates  
College name      –  Qualifications                Study Dates  
School name       –  Subjects / Grades          Study Dates

**REFERENCES**

Available on request.