

Jennifer Justice

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Motivated and goal driven individual with a professional background in museums, bookselling and education. Passionate about the preservation and sharing of information with others. Completing a graduate degree in Library and Information Studies with a concentration in Special Collections and Archives with the intent to pursue a career in a cultural heritage institution focusing on collections management. Currently employed by the Chrysler Museum of Art. Have completed an internship with the Barry Art Museum where I learned collection management software and worked to catalog newly accessioned works of art. Previous internship experience includes working for an archaeological firm where I gained valuable knowledge in the maintenance and care of special collections in a laboratory and field setting.

PROFESSIONAL EXPERIENCE

Chrysler Museum of Art - *Museum Gallery Host*

Norfolk, VA (02/2022-present)

- Enhance the visitor experience by creating a welcoming atmosphere, answering questions about the collection and engaging in thoughtful discussions.
- Ensure the safety of the collection by enforcing museum rules and regulations and performing safety checks.
- Track the presence of objects in the collection by completing daily gallery sheet checklists upon opening and closing the museum. Monitoring works in the collection through observing and reporting any issues that may arise concerning their condition.
- Assisted Dickson Librarian, Liz Weir in the Jean Outland Chrysler Library with creating itemized lists of incoming donations.

Barnes and Noble Booksellers - *Lead Bookseller Children's Department*

Chesapeake, VA (08/2008-12/2019)

- Oversaw the operations, programming and maintenance of the Children's Department.
- Confirmed classification and shelving guidelines were being followed for all books and products.
- Created and maintained local store lists while merchandising products to ensure staff could locate its placement.
- Received incoming product and ensured its proper placement and categorization within the department.

- Communicated department initiatives and policies with the staff of booksellers under my leadership and acted as a children's department representative for the staff.
- Maintained a high degree of customer service by offering personalized recommendations based on a thorough familiarity of all genres and titles.

English Road Institute - *English as a Second Language Instructor*
Seoul, South Korea (07/2007-07/2008)

- Traveled to multiple schools daily to provide classroom instruction to elementary to middle grade level students.
- Created and implemented tailored instructional materials while contracted as a private tutor.
- Led sessions in language intensive camp programs and workshops.
- Collaborated with fellow educators, administrators and parents to ensure a positive, productive learning experience for all students.

INTERNSHIPS / COLLECTIONS MANAGEMENT EXPERIENCE

Barry Art Museum - Norfolk, Virginia (Summer 2022)

During the course of my internship with the Barry Art Museum, I worked directly with the Collections Manager to learn the TMS database. I was then engaged in a project to create new files for the entirety of the newly accessioned Waitzer Collection into the museum database. I created and edited object and constituent records and uploaded photos of each item in the collection. I also worked as a research assistant for Dr. Jutta Page, the founding executive director of the Barry Art Museum in an effort to prepare for the forthcoming exhibition of the Waitzer Collection.

Archaeological & Cultural Solutions - Williamsburg, Virginia (Spring 2006)

Working primarily in the laboratory, I aided with cleaning, identifying, cross mending and cataloging objects from the periods of pre-contact through early 19th century colonial Virginia. Artifacts I encountered while working for ACS included (but are not limited to) nails, glass, pottery, pipes, and buttons. Learned methods to carefully handle and preserve delicate materials. Often, I would accompany my supervisor to active dig sites to provide assistance to a team of archaeologists.

EDUCATION

Old Dominion University - MLIS (Concentration in Special Collections/Archives)
Norfolk, VA (08/2021 - 05/2023) GPA 4.0 *

Relevant Coursework: Knowledge Resources: Planning, Selecting & Managing Collections, Knowledge Organization and Access, Preservation Management, Research Methods, Seminar in Special Collections and Archives, Community Archiving, User Services & Programming

Christopher Newport University - B.A. History / Minor Art History
Newport News, VA (08/2002 - 05/2006) GPA 3.77

Relevant Coursework: Ancient Near East and Greece, Greek and Roman Art, Roman History, History of Classical Asian Civilization, History of Islam, Intro to Historical Archaeology, Medieval Art, Reformation Era, Renaissance Art, Renaissance History, Survey of World Art I & II, Tudor England

AWARDS

- **The William Parks Award** CNU history graduate with the highest GPA
- **Magna Cum Laude** CNU
- **CNU History Departmental Honors Recipient**
- **Member of Alpha Chi** CNU Academic Honor Society
- **Member of Phi Alpha Theta** CNU History Honor Society

LANGUAGES

- French (Intermediate) Reading, Writing, Speaking
- Korean (Beginner) Speaking

SKILLS

- Highly organized and very detail oriented
- Works well with others and as a member of a team
- Works well independently, able to stay focused and on task while handling multiple projects
- Skilled with effective time management
- Strong Oral/written communication skills
- Works very well with the public, all ages, due to over a decade of customer service and education experience
- Creative thinker, able to plan and execute projects
- Very adaptable and quick to master new skills and concepts

REFERENCES

Taylor Surratt, Visitor Services Manager - The Chrysler Museum of Art

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Karen Dutton, Visitor Services Assistant Manager - The Chrysler Museum of Art

kdutton@chrysler.org