

GREG THOMAS

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OBJECTIVE

Seeking to find a Historian position in a competitive research environment where I can use my experience and skills to best serve the needs of the community.

SUMMARY OF QUALIFICATIONS

- Extensive certified knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
- Vast knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Detail-oriented and persistent individual with high communication and interpersonal skills.

EDUCATION

Bachelor of Arts in History

Spring 2011

Minor in Geology

CSU Channel Islands, Camarillo, CA

RELEVANT FIELDWORK & EXPERIENCE

Historian Assistant

Aug. 2010-Present

Getty Museum, Los Angeles, CA

- Assist with analyzing, recording, and interpreting the past as recorded in sources, such as government and institutional records, newspapers and other periodicals, photographs, interviews, films, and unpublished manuscripts, such as personal diaries and letters.
- Gather historical data from sources such as archives, court records, diaries, as well as collecting data sources such as books, pamphlets, and periodicals.
- Trace historical development in a particular field, such as social, cultural, political, or diplomatic history.
- Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials.
- Assist with teaching and conducting research in universities, museums, and other research agencies and schools
- Speak to various groups, organizations, and clubs in order to promote the aims and activities of historical societies.
- Prepare publications and exhibits, or reviewed those prepared by others in order to ensure their historical accuracy.

Archivist Assistant

Aug. 2008-July 2010

Rift Valley Historical Institute, Los Angeles, CA

- Researched the history of a particular country or region, or of a specific time period.
- Presented historical accounts in terms of individuals or social, ethnic, political, economic, or geographic groupings.
- Organized information for publication and for other means of dissemination, such as use in CD-ROMs.
- Researched and prepared manuscripts in support of public programming and the development of exhibits at historic sites, museums, libraries, and archives.
- Advised and consulted with individuals and institutions regarding issues such as the historical authenticity of materials or the customs of a specific historical period.
- Collected detailed information on individuals for use in biographies.
- Interviewed people in order to gather information about historical events, and to record oral histories.

PROFESSIONAL & COMMUNITY INVOLVEMENT

Member, National Association of Environmental Professionals (NAEP)

May 2010-Present