

Henrietta R. Dubois (12/14/16 font size; bold)

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123 Dollison St., Eureka, CA 95501 • 707/445-5432 • (Until May 14, 2011)
2100 Santa Rosa Ave., Santa Rosa, CA 95407 • 707/535-4321 • (Permanent Address)

Job (or Career or Professional) Objective: Position, organization, location, skills
(Objective can be mentioned in cover letter rather than here)

Education*

Ph.D. Candidate in Cultural Anthropology, University, City, ST. G.P.A. Expected graduation June 2016.

- *Dissertation: "Title" and description (or listed in "Research Experience" section)*

M.A. degree in Cultural Anthropology, University, City, ST. G.P.A. June 2014.

- *Thesis: "Title" and description (or listed in "Research Experience" section)*

B.A. degree (or Working toward B.A. degree) in Anthropology (specialized coursework in Cultural Anthropology, with a minor in Chinese Studies), Humboldt State University, Arcata, CA.
3.6 (Major, Overall, Upper Division) G.P.A. Expected graduation May 2011.

A.A. degree in Transfer Studies, College of the Redwoods, Eureka, CA. 3.7 G.P.A. June 2009. (Or "Attended College of the Redwoods, Eureka, CA, 2007 – 2009")

Pertinent Coursework: (8 – 20 courses) – may include with graduate degrees; depends on degree and specialty)

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Costa Rica Primate Field Program, H.S.U. Short description. Summer 2011.

Belize Archaeology Field Program, H.S.U. Short description. Summer 2010.

Class Projects (or "Research Projects, "Projects" or "Individual Projects", "Independent Projects", etc.)

- "Title", senior project completed for degree, H.S.U., date.
- "Title", project completed for _____ class, H.S.U., date.

Scholarships, Fellowships and Awards

- “Title of scholarship/fellowship/award”, granting organization, location, date.
- “Graduate Student of the Year”, Xavier University Department of Anthropology, 2012-13.
- (additional entry)

Research Grants

- “Title of grant” (\$ amount), granting organization, location, date.
- (additional entry)
- (additional entry)

Research Experience (can also list dissertation and thesis topics here)

- “Dissertation Title”, description. Date
- “Thesis Title”, description. Date
- “Title of research project”, description if needed. Dates

Relevant Experience* (or Related Experience, Professional Experience, Experience, Work Experience).
Can include internships, volunteer experience or paid jobs.

Job Title (Museum Assistant, Archaeological Field Assistant, Cultural Aide) Dates
Employer City/State
Short description – Action Words and Key Words _____

Other Work Experience*

Job Title Dates
Employer City/State
Short description – Action Words and Key Words _____

Teaching Experience

Anthropology Professor Dates
Cultural Anthropology Department, New York University City/State
Description _____

Anthropology Instructor Dates
Anthropology Department, Columbia University City/State
Description _____

Anthropology Teaching Assistantship *Dates*
Anthropology Department, Xavier University *City/State*
Description _____

Professional Experience (or Field Experience)

Resource Specialist *Dates*
NPS - Lassen National Park *City/State*
Description _____

Cultural Affairs Officer *Dates*
U.S. Department of State *Lima, Peru*
Description _____

Archaeologist *Dates*
Office of Archaeological Research *City/State*
Description _____

Internships (or add to “Relevant Experience” Category on B.A. resume)

Museum Intern *Dates*
Clarke Museum *City/State*
Description _____

Publications

- ***Dubois, H.R., B.J. Stratton, and T.M. Jones.*** “Title”. *American Anthropologist*.
Volume:issue. Date
- *(additional entry)*

Professional Presentations & Conferences

- “Title of Presentation”, *American Anthropological Association, 117th Annual Meeting, Washington, D.C. November 2015.*
- *Attended American Anthropological Association 115th Annual Meeting, Toronto, CAN. November 2013.*

Professional Associations

- ***Member***, *American Anthropological Association, since _____.*
- ***Student Member***, *American Anthropological Association, 2011-2017.*

Languages and Travel

- *Fluent in Spanish (oral, written, reading) **or** Bi-lingual English & Spanish.*
- *Extensive travel in Europe (list countries), North Africa (list countries) and throughout the United States.*

Community Service

- *Member, Board of Directors, Chinese Cultural Center of San Francisco, since 2015.*
- *Member, Advisory Board, Chinese Historical Society of America, San Francisco, since 2013.*

Special Qualifications (Or have separate sections for these categories)

- **Computer Skills** – hardware, software, operating systems, languages, statistical packages, GIS
- **Special Skills** (related to what you learned in your major)
- **Equipment/Techniques**
- **Workshops, Special Training**
- **Licenses and Certifications**
- **Foreign Languages/Travel**
- **Honors/Awards/Achievements**

Related Activities (memberships, extracurricular activities, interests, hobbies, travel)

- **Student Member**, Clarke Museum Advisory Board, Eureka, CA. 2010-11.
- **Member**, Humboldt Historical Society, Eureka, CA. 2009-10.
- **Member**, Anthropology Club, HSU. 2009-present.
 President, 2010-11; **Treasurer**, 2009-10.
- **Member**, Primate Club, HSU. 2009-present.
- **Presenter**, “The Jungle as a Classroom”. HSU. Spring 2010.

Other Possible Categories:

- **Skills**
- **Community Activities**
- **Extracurricular Activities**
- **Interests and Activities**

References* (or Professional References) – put into 3 columns

(Include name, title, organization, city/state/zip, phone, e-mail)

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*Should be included on every resume