

Rachel Wentworth

Brookline, MA
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EDUCATION:

- *Simmons College*: Masters of Library and Information Science, Cultural Heritage Concentration, expected May 2019
- *State University of New York Fredonia*: Bachelor of Arts in English, Spanish minor, GPA: 3.7, May 2017

UNIVERSITY HONORS AND ACHIEVEMENTS:

- School of Library and Information Science Merit Scholarship, 2017
- President's Award of Excellence, every semester
- Dean's List, every semester

WORK EXPERIENCE:

- Broadcast Editor at Gracenote, Queensbury, NY May 2017-present
- Edit broadcast television station schedules
 - Contact stations for schedules and clarification
 - Manipulate large database of show records
 - Prioritize various tasks
- Intern, The Folklife Center at Crandall Public Library, Glens Falls, NY Summer 2016
- Documented events with photo and video
 - Created press releases and promotional materials
 - Handled, cataloged, researched, and identified historical artifacts
- Gallery Attendant at Marion Art Gallery, Fredonia, NY 2014-2017
- Respond to guest inquiry
 - Open and close gallery
- Sales Associate at JCPenney, Queensbury, NY Summer 2016, 2013-2014
- Greet and assist customers
 - Organize and reshop merchandise
 - Operate point-of-sale system

SPECIAL SKILLS:

- Customer service
- Detail-oriented
- Mastery of written Spanish, some speaking
- Creation and use of databases and finding aids for special collections