

# Elizabeth Davis Coker

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## *Professional Skills*

- Trained in business and arts administration.
- Experienced in managing and supervising staff members.
- Experienced in planning activities for and working with children.
- Trained in leadership and interpersonal skills training.
- Experienced in public relations and customer service.
- Can type 60 wpm
- Worked with Windows and Macintosh operating systems.
- Worked in Word, Word Perfect, Excel, PowerPoint, AppleWorks programs.
- Have basic knowledge of web design and Flash animation.
- Have intermediate knowledge of French

## *Work Experience*

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|-------------|---|
| Present     | <b>Education Assistant</b> , Florida Museum of Natural History, Gainesville FL<br>Collaborated on design of expansion to Discovery Room.<br>Developed new craft activities. Created schedule for summer activities.<br>Continued responsibilities from summer internship.   |
| Fall 2007   | <b>Graduate Assistant</b> , University of Florida, Gainesville FL<br>Updated departmental website and database. Assisted in planning of new summer workshop programs and online courses. Helped create comprehensive database of students and alumni in department.   |
| Summer 2007 | <b>Education Intern</b> , Florida Museum of Natural History, Gainesville FL<br>Maintained the museum's Discovery Room children's area.<br>Planned and led craft projects for visitors. Supervised junior volunteers.<br>Wrote and designed new educational content for the room.  |
| 2006 - 2007 | <b>Graduate Assistant</b> , University of Florida, Gainesville FL<br>Corresponded with professors, business professionals and administration staff. Planned departmental trips and events. Updated and maintained documentation for program head. Created and maintained new database of alumni contacts. Updated department website. |

Apr. - Dec. 2006 **Barista and Shift Leader**, PJ's Coffee, Gainesville FL  
Supervised a team of 3-5 staff members. Maintained stock levels. Accepted deliveries. Prepared and presented weekly reports. Trained new employees.

Spring 2006 **Education Department Intern**, Harn Museum of Art, Gainesville FL  
Assist in planning and executing monthly Family Day events. Perform general secretarial duties. Research and create educational art projects for children.

### ***Special Accomplishments***

3/26/08 **Research Presentation at NAEA Annual Meeting**, New Orleans LA  
Presented on current research in diversity and museum education as part of a session on current research trends in museum education.

12/04-09/05 **Alumni Exhibition**, SC Governor's School for the Arts, Greenville SC  
Coordinated reunion exhibition for the Inaugural class. Initiated contact with all class members. Compiled information for exhibition catalogue. Coordinated opening reception.

### ***Education***

Present **University of Florida**  
School of Art and Art History  
Gainesville, FL 32611  
Candidate for M.A. in Museum Studies  
Current GPA: 3.9/4.0

May 2005 **Oberlin College**  
Oberlin, Ohio 44074  
B.A. in Art History  
Final GPA: 3.3/4.0

June 2001 **SC Governor's School for the Arts and Humanities**  
Greenville, South Carolina 29601  
High School Graduate with Scholar's Diploma in Music

1997-1999 **Clinton High School**  
Clinton, South Carolina 29325  
Completed grades 9 and 10

### ***References***

Upon Request