

Emma Elizabeth Clarke

Emerging Museum Professional

Dedicated and passionate emerging museum professional with a deep interest in history, art and world culture. Looking to find work in a museum or gallery space. Hard working, capable, committed and adaptable with experience working abroad.



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53 Elmdale Dr. Wellington, ON

Education

2024 - Present **Ontario College Graduate Certificate, Museum Management & Curatorship**
Peterborough, Ontario **Fleming College**

2013 - 2018, **Honours Bachelor Degree, Art History**
Ottawa, Ontario **Carleton University**

Work experience

2019 - 2024 **Assistant Language Teacher (ALT)**
Tochigi, Japan

- Hired by the Japan Exchange and Teaching (JET) Programme
- Assisted in teaching English at four upper high schools in Japan
- Taught lessons alongside Japanese teachers of English and independently
- Able to create original lesson plans and activities to target different English skills and engage students
- Tutored students after school hours
- Helped to supervise and organize after school events
- Volunteered at school festivals

2018 - 2019 **Sales Associate, Magnotta Winery**
Ottawa, Ontario

- Excellent customer service skills
- Able to listen to guest's interests and requirements to provide different wine recommendations, and help to narrow down selections
- Successfully completed SmartServe to serve guests samples of wine at the tasting bar upon request
- Responsible for handling and displaying expensive bottles of wine
- Excellent cleaning skills

2018 - 2019 **Sales Associate, Pandora Jewelry**
Ottawa, Ontario

- Excellent customer service skills
- Able to engage and effectively communicate with guests to help find the best jewelry suited to them
- Designed and created jewelry displays
- Responsible for handling and selling expensive jewelry

Volunteer Experience

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| 2024 Peterborough, Ontario | Art Runner, Peterborough Art Gallery <ul style="list-style-type: none">● Art runner during the 50th annual art auction for the Peterborough Art Gallery● Responsible for displaying, handling and moving art pieces during the auction● Attentive to gallery staff to assist in anything that was required |
| 2024 Peterborough, Ontario | Museum Guide, Peterborough Museum and Archives <ul style="list-style-type: none">● Assisted in welcoming and guiding visitors to the Peterborough Museum and Archives● Engaged with visitors, answering questions, explaining artefacts and talking about their experiences● Helped museum staff with organization and clean up |
| 2024 Peterborough, Ontario | Heritage Interpreter, Lang Pioneer Village <ul style="list-style-type: none">● Participated in the 'All Hallows Eve' Halloween event at Lang Pioneer Village● Engaged with visitors, answering questions and explaining historic facts and information● Interacted with young children, helped keep them engaged and interested in the event |
| 2024 Peterborough, Ontario | Activities Assistant Coordinator, Peterborough Museum and Archives <ul style="list-style-type: none">● Participated in the 'Discovery After Dark' children's event at the Peterborough Museum and Archives● Supervised children during their outside free time● Helped prepare and supervise the craft table for children to enjoy● Provided positive and fun energy to keep the children engaged and feeling comfortable throughout the event |

Skills

- Language Skills
 - English: Fluent
 - Japanese: Basic
- Teaching Experience
- Leadership
- Responsibility
- Communication
- Research Experience
- Critical Thinking
- Standard First Aid & CPR Training (Canadian Red Cross)
- WHMIS Certified
- Workplace Safety & Prevention Service Certified, Ladder Safety