

Christian Allyn

Ledyard, CT 06339 | 860-608-4434 | allyncg@comcast.net | Christian Allyn

Skills & Qualifications

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|--------------------|-------------------|-------------------|
| • Management | • Motivated | • Detail Oriented |
| • Adaptable | • Time Management | • Analytical |
| • Research | • Problem Solving | • Leadership |
| • Customer Service | • Communication | • Organized |

Technology: Microsoft Office Suite | Google Suite | Adobe Acrobat Pro

Certifications: CT Safe Boating Certificate, OSHA 30 Hour General Industry Certificate

Professional Experience

Assistant Archivist | Ledyard Historical Society | Ledyard, CT 10/2021 - Present

- Uploading images of historical artifacts into cloud-based collections management system.
- Performing data entry of the collection records into Past Perfect Museum software.
- Rehousing artifacts in preparation for upload into collections management system.
- Assisting the Archivist with internet research, record management, and communications.

Project Administrator Nuclear Records | Westinghouse | Waterford, CT 06/2023 – 12/2024

- Scanned calculations and drawings into network folder in preparation for upload.
- Inspected and edited scanned documents using Adobe Acrobat Pro software.
- Transferred document files from Adobe Acrobat Pro to Documentum.
- Entered data from calculations into Documentum for processing to Doctop.
- Confirmed the validity of the calculations using Attachmate Extra document database before processing.

Nuclear Site Access Representative | BHI Energy | Waterford, CT 02/2022 - 04/2022

- Collected and processed background information for supplemental personnel seeking nuclear facility access.
- Fingerprinted supplemental personnel while entering data into nuclear access software.
- Proctored supplemental personnel for psychological testing.
- Prepared files for each contractor before processing according to appropriate clearance level.

Education

Bachelor of Science, Business Administration | GPA 3.9 | 08/2020

Salve Regina University | Newport, RI

- Sigma Beta Delta and multiple Dean's List commendations.

Associate of Science, General Studies | 12/2018

Certificate, Environmental Health and Safety Management | 12/2018

Three Rivers Community College | Norwich, CT

- Phi Theta Kappa and National Society of Leadership and Success.

Volunteering

Archivist | Old Mystic History Center | Old Mystic, CT 08/2021 - Present

- Archiving scrapbook collection into Past Perfect Museum software.