

Sarah J. Bowen

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Education

M.A. | JUNE 2020 | UNIVERSITY OF RHODE ISLAND

- Major: History
- Related coursework: Anthropology

B.A. | JUNE 2017 | UNIVERSITY OF CONNECTICUT

- Major: American Studies
- Related coursework: History, Anthropology, Maritime Studies, Political Science

Experience

MANAGER, EDUCATION & OUTREACH | SOCIETY FOR AMERICAN ARCHAEOLOGY | AUGUST 2023 - PRESENT

- Manages the SAA's Online Seminar Series which includes contacting instructors, reviewing outlines, submitting research to the RPA for Continuing Education Credits, and advertising initiatives.
- Coordinates educational outreach efforts and events to students and the public via social media, in-person events, and ensures the most up to date resources are available on the organization's website.
- Assists with Annual Meeting coordination, including registration, event set up, and various event logistics.

LABORATORY TECHNICIAN | THE PUBLIC ARCHAEOLOGY LABORATORY INC. | APRIL 2021- AUGUST 2023

- Responsible for processing, identifying, and cataloging archaeological artifacts.
- Managed archival processes including digital project closeout, hard copy files, site forms, photographs, and objects.

RESEARCH ASSISTANT | UNIVERSITY OF RHODE ISLAND | JANUARY 2020 – MAY 2020

- Conducted archival research on the Indigenous community of Block Island.
- Conducted and transcribed oral history interviews with members of the local Native American communities.

OPERATIONS MANAGER | THE NEW BEDFORD FISHING HERITAGE CENTER | FEBRUARY 2018 – DECEMBER 2019

- Managed day-to-day museum operations, volunteers, the gift shop, museum membership, and the museum's collections.
- Documented all membership data, tracked all fees and donations, and oversaw the annual appeal.
- Responsible for the collections database and helped to found the museum's Collection Committee.
- Aided in grant funded research for exhibits and edited/transcribed oral history interviews now housed in the Library of Congress.
- Helped to manage the Center's Facebook and Instagram pages.

Internships

PUBLIC ARCHAEOLOGY LABORATORY INC. | SEPTEMBER 2019 – DECEMBER 2019

- Re-curated and cataloged a pre-contact archaeological collection from 1985.

THE MASHANTUCKET PEQUOT MUSEUM | JUNE 2016 – AUGUST 2016

- Participated in the museum's Battlefield Field School.
- Floated and sorted soil samples.
- Cataloged and organized artifacts.

THE CONNECITCUT RIVER MUSEUM | JANUARY 2016 – MAY 2016

- Digitized and cataloged the museum's photograph and slide collection.
- Assisted with rotating exhibit set up and breakdown.

Skills & Abilities

- Management
- Advertising
- iMIS
- Research & Writing
- PastPerfect Museum Software
- Microsoft Access Databases
- Collections & Archive Management
- Audio Transcription
- Microsoft Excel
- Data Entry
- 10+ Years of Customer Service and Working with the Public
- PADI Open Water SCUBA Certified
- Artifact Analysis
- Data Entry