

# SCOTTIE HIGHLANDER

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## SUMMARY OF QUALIFICATIONS

- 2+ years as Staff Editor for *The Archaeological Review*.
- Trained in expository, media and academic writing.
- Developed archival system for museum film collection.

## EDUCATION

**M.F.A. Creative Writing**, University of California, Riverside  
June 2022

**B.A Anthropology**, University of California, Riverside  
March 2018

**Certifications:** List here

## CERTIFICATIONS

**Certification 1**, Organization

June 2022

## SKILLS

### Writing/Editing

- Edited papers submitted for content, coherence, and language usage.
- Transferred edited copy from print to Quark and formatted material for publication.
- Completed Master's dissertation: currently synthesizing select chapters for publication.

### Research

- Designed, implemented, and interpreted six-page questionnaire.
- Developed sampling techniques including special variant of standard random sample.
- Prepared raw data for computer analysis and compiled research findings and created reports.

### Organizational/Administrative

- Coordinated all aspects of four-day, international professional conference.
- Developed agenda, scheduled speakers and organized discussion groups.
- Catalogued and curated the American Indian Ethnographic Film Collection for the Lowie Museum of Anthropology.
- Scheduled and coordinated auditions and interviews for performers and technical staff for commercial and industrial film projects.
- Evaluated and contacted prospective clients and talent agencies as production assistant in commercial and industrial film projects.

## WORK HISTORY

Research Assistant, Department of Creative Writing, UC Riverside  
Intern, Lowie Museum of Anthropology, Berkeley, CA  
Field Archaeologist and Lab Analyst, Cal Poly Pomona, CA  
Staff Editor, *The Archaeological Review*, Los Angeles, CA  
Field Archaeologist and Lab Analyst, Enlene and Verberie, France  
Collections Curator, Riverside Metropolitan Museum, CA

September 2019 – Present  
June 2019 – August 2019  
June 2018 – August 2019  
May 2017 – June 2019  
March 2017 – May 2018  
June 2016 – August 2018