

SHELBY C. LUTZ

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EDUCATION

DePauw University • May 2020 • 3.5 GPA

- Major: Geology
- Minors: Classical Archaeology, Museum Studies
- Dean's List, Spring 2017
- Honor Scholar Program
- Holton Memorial Scholarship
- Relevant Coursework:
 - o Inorganic Chemistry (CHEM 130)
 - o Earth and the Environment (GEOS 110)
 - o Historical Geology (GEOS 210)
 - o Mineralogy (GEOS 280)
 - o Map Interpretation (GEOS 315)
 - o Petrology (GEOS 320)

East Central High School • June 2016 • 4.01 GPA

- Indiana Academic Honors Diploma
- National Honor Society
- Rank: 27/304
- Academic Letter Jacket Recipient

EXPERIENCE

Gallery Guard • Peeler Art Center, DePauw University • January 2018 - Present

- Ensure safety of art galleries and university museum collections
- Responsible for unlocking and preparing galleries for visit hours
- Monitor security footage of Peeler Art Center

Customer Service, Delivery Driver • NAPA Auto Parts • May 2016 – Present

- Responsible for on-time delivery of automotive parts to individual customers and businesses
- Organization of the store, restocked shelves, took inventory

Tiger Host • DePauw University • August 2016 – May 2017

- Hosted high school seniors
- Provided campus tours
- Answered questions about DePauw and transition to college

Goat Caretaker • Hubbard Family Farm • 2014 – 2016

- Provided daily care for 25-40 goats for local veterinarian's family

Cashier • Orange Leaf Frozen Yogurt • June 2015 – December 2015

- Responsible for working as cashier at register
- Ensured customer satisfaction
- Provided customers with samples

EXPERIENCE (CONTINUED)

Administrative Assistant • Innovative Technical Solutions • 2012 – 2015

- Organized and recorded product information into database
- Setup new computer equipment
- Maintained equipment inventory

VOLUNTEER EXPERIENCE

Peeler Art Center and Museum • DePauw University • 2016 – Present

- Updated inventory in museum collections alongside Registrar of Exhibitions
- Handled, moved, polished, and cleaned objects in the collection
- Taught and worked with children at school events and field trips with the Assistant Curator and Educator
- Collections and gallery pest control and temperature/humidity data logging
- Wrote condition reports for incoming exhibition pieces

Rockdale United Methodist Church • 2010 – 2016

- Tutored children in 1st-6th grade every week during the school year, four consecutive years
- Aided elderly and shut-in members of the church
- Prepared items for disaster relief through Matthew 25 Ministries
- Packed humanitarian aid boxes for children in Guatemala through Operation Christmas Child
- Sewed bibs for children undergoing cleft palate surgery

SKILLS

- Preparation of rock and mineral thin sections, used in petrographic microscope
- Forklift operator, beginner-level
- Beginner French
- Proficiency in Microsoft Office Suite Software
- Interpretation and navigation of Google Earth Software
- White belt in Hapkido

ACTIVITIES

- Secretary, Geology Club Executive Board
- President, World Discipleship Association
- Astronomy Club
- Hapkido Club
- Healthy Living Resident
- Tiger Ambassador