

# Arcane Hallow

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## EXPERIENCE

### Gibson Gallery, Potsdam, NY — Gallery Intern

2026 Spring Semester

- Gallery standards
- How to frame artwork
- How to handle artwork
- Organizing archival collection
- Working front desk

### Blueline Magazine, Potsdam, NY — Archivist Intern

2026 Spring Semester

- Building a digital archive
- Transcribing
- Website design
- Website management

### SUNY Potsdam, Potsdam, NY — Archivist

Fall 2025 - Spring 2026

- Building an online archival database
- Handling archival collections
- Recording inventory

### Potsdam Public Museum, Potsdam, NY — Archivist Intern

2025 Fall Semester

- Creating Finding Aids
- DACS
- Handling fragile artifacts
- Informational script writing

### SUNY Potsdam, Potsdam, NY — ResLife Summer Assistant

June 2<sup>nd</sup>, 2025 - August 22<sup>nd</sup>, 2025.

- Checking inventory
- Handling private information
- Manning the phone
- Organizing various aspects of the office
- Running errands

I worked the front desk of SUNY Potsdam's Residence Life office. I answered phone calls, answering questions of incoming students or passed on messages from other campus offices. I did minor errands like getting the mail each day or delivering/picking up packages from other offices and departments.

I also helped organize various parts of the office. I shredded the outdated documents and updated the filing system to include the 2024-2025 documents. I also aided with finalizing the room assignments for the 2025-2026 semester and helped set the keys up for move in day.

## SKILLS

Attention to detail.  
Basic construction.  
Creativity.  
DACs.  
Excel.  
Leadership.  
Powerpoint.  
Problem solving.  
Strong organization skills.  
Teamwork.  
Word.  
Wix.

## LANGUAGES

English

## EXTRA CURRICULARS

Treasurer of the Anthropology Club

Member of the Student Government Association

## **SUNY Potsdam, Potsdam, NY — Archivist Intern**

2024 Fall Semester

- Building an online database
- Creating a presentation
- Handling fragile artifacts and papers

I aided Dr. Baker in the building and organization of a presentation for the Archives at SUNY Potsdam. The presentation was to attempt to gather support for the reopening of the archives, which had been closed for around a decade.

Preparing for the presentation involved going through the various materials held within the Archives and finding the most interesting ones or things that will aid the school and its student body.

## **Branches Long Island, Middle Island, NY — Volunteer**

Mar. 2020 - Present

- Delivering and handling food
- Handling money
- Holiday events
- Food Pantry stocking
- Fundraisers

I aid the foundation primarily during their larger aid events and many fundraiser functions. I control the til during fundraising events, running both the Chinese Auction and the 50/50. The larger functions include Thanksgiving and Christmas, where each family gets a full meal for the day, as well as a Back-To-School event.

I also aid in the food pantry. This aid includes dating items with their expiration date and stocking them, plus helping build Blessing Boxes and aid anyone who comes in.

## **Dollar Tree, Riverhead, NY — Cashier/Stocker**

Oct. 2021 - Sept. 2023

- Cleaning
- Display assembling
- Display disassembling
- Inventory
- Point of Sale system
- Stocking
- Unloading trucks

## **Hobby Lobby, Riverhead, NY— Cashier/Stocker**

April 2021 - Sept. 2021

- Cleaning
- Display assembling
- Display disassembling
- Inventory
- Point of Sale system
- Returns
- Stocking
- Store organizing by SKU number
- Store set
- Truck

I first started at Hobby Lobby doing store set. I helped with building the displays from the ground up. I also helped organize the departments in accordance with their SKU numbers and reference picture.

Once the store opened I was mainly on register, I did both sales and returns. I also helped change the salesheets throughout the store every Saturday as well stock and build the seasonal department.

## **EDUCATION**

### **SUNY Potsdam, Potsdam, NY— *Bachelor's degree***

Sept. 2024 - May 2026

I got my B.A. in History, along with minors in Classical Studies and Museum Studies.

### **Suffolk County Community College, Riverhead, NY— *Associate's degree***

Sept. 2022 - May 2024

I got my A.A. in History while also focusing on many other subjects, like Astronomy and other liberal arts classes.

### **Riverhead High School, Riverhead, NY— *High school diploma***

Sept. 2017 - June 2020

While in High School I was also a part of NJROTC, we organized school functions and did a large amount of volunteer work.

I graduated High School in three (3) years with seven (7) college credits.