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# CLAIRE PIA LOVE

8315 STONEWALL DR. VIENNA, VA 22180 | (703) 218-9066 | [CLAIRE@LOVEHISTORY.NET](mailto:CLAIRE@LOVEHISTORY.NET) | LOVEHISTORY.NET

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## OBJECTIVE

To find a position that will allow me to learn and grow as an educator, historian, writer, and researcher. I would like to teach critical thinking and writing skills at the collegiate level and seek a position that would allow me to interact with students both one-on-one and in large groups. I am also skilled in the researching, writing, and presentation of public history and would love to accept a position allowing me to interact with the general public and to communicate my knowledge and love of history to a wider audience. Most important, I seek a position where I can share my love of learning with my co-workers, clients, students, and the public-at-large.

## SKILLS SUMMARY

Five years teaching experience in American history at the collegiate level. Strong public speaking and presentation skills, including use of digital media and programs such as Prezi. Experienced doctoral-level researcher, including written research, archival research, digital research, and oral interviews in person, via Skype and over the phone. Extensive and skilled writing ability adaptable to a variety of audiences including academic, commercial, federal, and general audiences. Proficient in WordPress, SharePoint, Adobe Dreamweaver, Adobe Photoshop CC, HTML, CSS3, Omeka, Microsoft Office, and social networking sites such as Twitter and LinkedIn. Successful management and leadership skills. Demonstrated experience multi-tasking and working in fast-paced environments. Superlative organizational skills. Proven history of excellent customer service.

## EDUCATION

<i>George Mason University, Fairfax Virginia</i>	<b>DOCTOR OF PHILOSOPHY, AMERICAN HISTORY</b> Doctoral Candidate; expected completion 2021. Focus on 20th century American popular culture, race, gender, science fiction, space and technology, identity formation, war and society (Cold War and civil defense), and digital history (see lovehistory.net). Additional interests outside core focus include North American slavery.
<i>George Mason University, Fairfax Virginia</i>	<b>MASTER OF ARTS, AMERICAN HISTORY</b> Degree awarded December, 2014; GPA 3.85 Focus on 20 <sup>th</sup> century American popular culture, memory, gender, and civil defense.
<i>George Mason University, Fairfax, Virginia</i>	<b>BACHELOR OF THE ARTS, HISTORY</b> Degree Awarded in December, 2008; GPA 3.78 Focus on Modern China, 20 <sup>th</sup> century American women's history, feminism, and civil defense.

## EMPLOYMENT HISTORY: ACADEMIC AND PUBLIC HISTORY

<i>George Mason University: Graduate Teaching Assistant</i>	Tutored students on critical writing and thinking skills both individually and in groups. Involved meeting each students' individual needs and developing academic exercises to help them prepare for examinations as well as to build reading, writing, and critical thinks skills to serve as a foundation for the rest of their tenure in academia and the professional world.
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*Fairfax, VA. 08/11-12/15*

Prepared and delivered a thematic, multi-media enhanced lecture sequence on various topics in American history including slavery, the domestic ideal in the long 1950s, and civil defense.

Collaborated with supervising professor to develop quizzes and essay prompts and created writing assignments meant to instruct students on how to synthesize primary and secondary sources in a written research paper.

Managed and assisted students with content management systems, Wordpress, creating exhibits in Omeka, learning about cyber security, working with data visualizations, and preparing and managing content for the web.

Provided feedback not only on managing these programs, but on developing analytic, public history content.

Assisted supervising professor in evaluating and grading students' work.

Helped advise students on how to apply critical thinking and writing skills across the curriculum.

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*Huntley Meadows Park: **Cultural Resources Management Intern**  
Alexandria, VA.  
06/15-08/15*

Led tours for the public of Historic Huntley using public speaking skills. Topics involved the personal life of Thomson Francis Mason, architectural history, agricultural and environmental history, and a knowledge of society and culture from the 18 to 20<sup>th</sup> centuries. Position involved ability to learn quickly and disseminate information understandably and enjoyably to audiences of all ages. Job also involved working long hours outdoors in various weather conditions.

Responsible for researching, writing, and presenting a two-hour wagon ride tour of Huntley Meadows focusing on the 20th century history of the park.

Developed and presented spoken tours, assisted with public events, and also helped in the maintenance and oversight of the house itself.

Programs for the park at large included assisting in administering children's day camps, lesson planning for the camps, and transmitting an enthusiasm about history to all participants.

Worked collaboratively with supervisor to develop and present dynamic programs about the park to groups of all ages.

Researched in park archives to write tours on the history of Huntley Meadows as well as to find candidates for oral history interviews about Historic Huntley.

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<p><i>National Women's History Museum:</i> <b>Intern</b> Alexandria, VA. 05/08 – 05/09</p>	<p>Helped research and write online exhibits, including <i>Chinese American Women: A History of Resilience and Resistance</i> (<a href="http://www.nwhm.org/online-exhibits/chinese/1.html">http://www.nwhm.org/online-exhibits/chinese/1.html</a>) and <i>Women in Early Film</i> (<a href="http://www.nwhm.org/online-exhibits/film/index.html">http://www.nwhm.org/online-exhibits/film/index.html</a>). This research included using a variety of online and textual sources both to find information on the exhibit subjects and to find pictures available for use in display.</p> <p>Assisted in presentation of <i>Chinese American Women: A History of Resilience and Resistance</i> at the 2008 Organization of Chinese Americans' Conference in Washington, DC.</p> <p>Job involved working efficiently and thoroughly with minimal supervision.</p>
<p><i>George Mason University: Peer Tutor</i> Fairfax, VA. 09/08 – 12/08</p>	<p>Worked with clients to strengthen and develop the scholarly writing process and to develop analytical writing skills as well as confidence and excitement about the writing process. Process involved oral, in-person tutoring session with clients when one-on-one guidance could be provided. Sessions often involved repeat customers who gained increasing confidence and skill over the course of multiple meetings.</p> <p>Helped to advise students on how to apply critical writing skills across the curriculum. This process involved working with students from all disciplines and all levels of education to demonstrate to each student that academic writing follows a pattern and that all disciplines can be mastered once a student knows and understands this pattern.</p> <p>Developed a multifaceted understanding of academic writing in particular and the writing process in general.</p> <p>Practiced customer service skills by ensuring each client left with not only a better understanding of writing and the writing process but also a newfound sense of self-confidence and a positive feeling about their writing ability.</p>

### EMPLOYMENT HISTORY: PROFESSIONAL EXPERIENCE

<p><i>Missing Link Security: Executive Assistant</i> Alexandria, VA. 07/2016-Present</p>	<p>Participates in and coordinates the finding, researching, writing, and winning of proposals and contracts:</p> <ul style="list-style-type: none"><li>• Assists in writing and editing technical volumes and past performance.</li><li>• Maps and submits resumes for potential staff.</li></ul> <p>Provides Human Resources support:</p> <ul style="list-style-type: none"><li>• Performs employee onboarding and off-boarding with minimal supervision.</li><li>• Prepares and maintains employee personnel folders, including corporate agreements, payroll documents, healthcare documents, security documents, performance review documents, 401(k) documents, and employee certifications.</li><li>• Verifies employee's employment eligibility in E-Verify.</li><li>• Adds and removes employees from company portal.</li></ul>
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- Recruits candidates using online tools such as Monster.com, Indeed.com, and ClearedJobs.net.
- Posts job listings to the company's website through TAM and Monster.com

Designed and built company website using WordPress:  
[www.missinglinksecurity.com](http://www.missinglinksecurity.com)

Maintains ISO 2008:9001 and QMS Documentation

- Conducts and participates in internal and external Audits
- Updates documentation and distributes accordingly

SharePoint:

- Acts as staff SharePoint point-of-contact by maintaining company's SharePoint website/database.
- Uploads documentation to SharePoint for proposals, projects, employees, etc.
- Creates new pages and document repositories to meet company needs.

Maintains MLS's online presence by curating MissingLinkSecurity.com through WordPress, as well as the company's Twitter and LinkedIn pages.

Carries out various administrative tasks such as filing paperwork and employee files, answering phones, preparing and editing correspondence, and greeting and welcoming company guests.

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*Zantech IT Services:*  
**Administrative  
Assistant**  
*Tysons Corner VA.*  
*02/16-04/16*

Fulltime assistant for the Vice President of Operations in supporting his interactions with and support of over 200 employees, both at Zantech and via our subcontractors. Acted as liaison between project managers, staff, and the Vice President of Operations.

Assisted with the writing and editing of proposals and white papers, including oral interviews with contractors and interacting with DoD officials.

Distributed all task order monthly reports and invoices to appropriate government personnel.

Planned and coordinated project scheduling, conferences, and administrative tasks.

Supported the staff by facilitating logistics such as meetings, conference rooms, conference calls, etc.

Reviewed and processed all travel requests.

Assisted in processing of HR documents related to hiring of personnel (including formatting resumes and drawing up job qualification sheets), employee awards, and reimbursements.

Participated in weekly conference calls and daily meetings tracking status of contracts, proposals, and recruiting.

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<i>Half Price Books: Bookseller Berkeley, CA. 04/09 – 06/11</i>	<p>Used strong customer service skills to assist customers in buying and selling books. This customer service involved searching for books online and maintaining an encyclopedic internal memory of the store's stock and organizational system. Excellent customer service skills also included going above and beyond to help customers find books by not only searching diligently in-store but calling other stores to check their inventory.</p> <p>Used internal book knowledge and online information systems to buy and price books for the store.</p> <p>Provided strong organizational and time management skills to shelve books on the sales floor.</p> <p>Worked collaboratively to process books and shipment.</p> <p>Assisted in designing and maintaining visual displays for the merchandise.</p> <p>Multi-tasked as part of a team during busy sales hours to facilitate the buying and selling of books while still providing excellent customer service.</p> <p>Participated in off-site community events to raise awareness for the store.</p>
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## VOLUNTEER EXPERIENCE

<i>Point Reyes National Seashore History Morgan Horse Ranch, Point Reyes, CA. 10/10-05/11</i>	<p>Responsible for patrolling park trails on horseback, assisting hikers and park visitors, grooming and feeding horses, maintaining grounds and museum exhibits, and acting as a docent to ranch visitors. Acted as park docents when visitors came to the barns and answered questions about the horse, trails, and history of the park when on mounted patrol.</p> <p>Took photographs using a Nikon D40 DSLR of park horses and edited them in Adobe PhotoShop for display in the permanent museum installed on the ranch's grounds.</p>
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## AWARDS

<i>Undergraduate and Graduate Awards in History</i>	<p>2015 Evelyn Pugh Memorial Tuition Fellowship</p> <p>2009 Senior Thesis Award</p> <p>2008 Page-Nelson Award for excellence and continuing interest in the field of American history.</p>
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**REFERENCES AVAILABLE UPON REQUEST**