

Alyssa M. Marizan

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EXPERIENCE:

Mount Vernon Ladies Association; Archaeological Technician (August 2009-Present, 40 hours per week), Archaeological Intern (May 2009-August 2009, 16 hours per week), Archaeological Volunteer (July 2008-May 2009, 8 hours per week); 3200 Mount Vernon Memorial Highway, Mount Vernon, Virginia 22309; Supervisor: Curt Breckenridge, (703) 799-6303, cbreckenridge@mountvernon.org or Esther White, (703) 799-8626, ewhite@mountvernon.org; Contact Supervisor? Yes

Conduct phase I and II fieldwork on the future site of George Washington's Research Library on his estate at Mount Vernon. Fieldwork encompasses surveying the archaeological site for excavation; excavating units and shovel test pits to collect artifacts, find physical features, and compose data; and processing artifacts and data in the lab for research. Utilize survey total station and stadia rod in order to ascertain and locate specific units on a grid system to excavate. Excavate shovel test pits and 5' x 5' or larger units in a time-efficient and methodical manner in order to meet project deadlines. Compose accurate records on provenience cards, field journals, survey logs, stratum registers, and maps/profiles for site documentation and analysis. Process artifacts in the lab by washing, labeling, cataloguing, bagging and storing them in accordance with the lab procedures at Mount Vernon. Apply automation skills to process field records into Re:Discovery, a database software, and to digitize maps into AutoCAD application for electronic archival documentation. Draw digitized maps using AutoCAD to accurately depict its scale and excavation extents, and to define physical features of the unit mapped. Accurately import digitized AutoCAD maps into ArcGIS application with the purpose of managing and analyzing the comprehensive map of the site. Work with volunteers to teach the field/lab methods and techniques applied at Mount Vernon.

In the summer-winter of 2008, participated in the 3rd season of excavating George Washington's Upper Garden. Assisted in mapping excavation sites; so that structural and geological features were outlined correctly. Fieldwork in the Upper Gardens consisted of excavating various sites around the garden to find artifacts and features relevant to the history of the site. Shoveled, troweled, and screened dirt from the site to find any artifacts and placed them in labeled excavation bags for washing and cataloguing. Answered multiple questions from the estate's public visitors to help them understand archaeology and the history of the site being excavated.

Fairfax County Public Schools; Substitute Teacher, 20-30 hours per week; 8115 Gatehouse Rd., Falls Church, Virginia, 22042; Supervisor: La Shawna Fann-Scott, (571) 423-3000; February 2009 – June 2009; Contact Supervisor? No

Scheduled and confirmed teaching assignments via phone and/or online. Arrived at the scheduled school in a timely and professional manner to sign in at the main office and receive lesson plans. Familiarized myself with the classroom and any school safety

procedures. Greeted students at the door and introduced myself as their substitute. Answered any questions students may have about the day's schedule. Taught the class following the day's lesson plan to the best of my ability. Ensured that I followed the Fairfax County Public Schools' mission statement to "inspire, enable, and empower students to meet high academic standards, lead ethical lives, and demonstrate responsible citizenship." Kept a safe, respectful, and exciting classroom environment for optimum learning. Engaged the students to participate in the learning experience by asking questions and providing help with school work. Stayed with the students until afternoon dismissal. Left a note for the teacher telling about the day's activities and any behavioral mishaps that occurred.

International Computing Systems, Inc.; Administrative Assistant, 24 hours per week, 4013 Williamsburg Court, Suite 200, Fairfax, VA 22032; Supervisor(s): Dennis Lee, (703) 278-8255 ext. 202, dennis.lee@icsconsulting.com; April 2006–October 2008; Contact Supervisor? Yes

Managed the invoicing, tracked the payment schedule, and helped with the change orders of three project contracts with the federal government. Made and maintained working relationships with the points of contact for the government and other contracting companies. Provided travel arrangements for ICS employees. Processed the travel vouchers and reimbursements for ICS employees. In-processed/out-processed employees for ICS. Handled and managed the in-processing, termination, and renewal of the health and life insurance for the company. Worked in a team-oriented environment, specifically in coordinating, planning, and executing company events successfully. Entered the monthly company credit card charges, project invoices and accounts into QuickBooks software program for efficient financial tracking. Managed the files for project contracts and employees HR information and timesheets. Typed various letters and emails to businesses and government agencies for official correspondence. Handled the incoming and outgoing mail for the office. Ordered office supplies and kept the stock for the office.

Administrative Assistant (Contractor Position for Department of Army), FC Business Systems/Civilian Personnel Regionalization, 40 hours per week, 8500 Cinder Bed Rd. Suite 210N, Newington, VA 22122; Supervisor: John Wytmsa (703) 428-0668; September 2004-April 2006; Contact Supervisor? No

Handled daily administrative and clerical tasks including the filing and maintenance of a variety of paper and e-files. Point of contact for all contractor travel arrangements. Assisted in the in-processing and orientation of new employees. Took dictation for numerous official meetings. Ordered, received, and distributed office supplies. Distributed all incoming and outgoing mail. Aided in the planning, preparation, and hosting of all office functions. Maintained the office calendar and schedule. Performed database input for property and procurement asset information. Coordinated external services/repair for office equipment. Controlled the destruction of sensitive documents for the facility. Greeted office clients and assumed other duties as required.

Office Automation Clerk, GS-0326-04/Step 01 (Temporary Hire); 40 hours per week, Civilian Human Resources Agency, Civilian Personnel Operations Center, 600 Richardson Drive, Unit 6700, Fort Richardson, AK 99505-6700; Supervisor: Gary L. Alexander, (907) 384-6251, gary.alexander@us.army.mil; May 2004-July 2004; Contact Supervisor? Yes

Used computer and software programs to assist in a special project that required the review and addition of secure access and views of Human Resources (HR) data. This required use of MS-Excel and MS-Access to reconcile secure access data within the

Defense Civilian Personnel Data System (DCPDS). Entered data into the DCPDS system administration area for new users to the system. Created user ids and passwords for new users to the DCPDS and associated HR applications. Assisted in IT Helpdesk function by attending to a variety of user problems or computer/system problems from users across the Pacific Region which encompassed Alaska, Hawaii, and Japan. Answered telephones and email messages relating to assisting users with access problems.

EDUCATION

George Mason University, 4400 University Drive, Fairfax, VA 22030,
Bachelor of Arts: Anthropology, May 2008.
Grade Point Average: 3.36

University of Alaska-Anchorage, PO Box 141629, Anchorage, AK 99514-1629,
Associate of Arts: General Education Program (Cum Laude), August 2004.
Grade Point Average: 3.66

Chugiak High School, 16525 S Birchwood Loop Road, Chugiak, AK 99567
High School Diploma, May 2002
Grade Point Average: 3.30

SKILLS

MS Office 2002-2007 (Word, Excel, PowerPoint, and Access), Type 60 wpm
AutoCAD, ArcGIS, Re:Discovery
Experience in QuickBooks software
French Language - Novice

ACTIVITIES

- Volunteer Intern at Hyon Smith Photography, Summer 2006
- Member of the choral group The Living Water 2004-2008
- Member of University Singers, University of Alaska – Anchorage, 2004
- Vice President of Drama Club 2002