

# Elizabeth B. Newcomb (Orchard)

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## Education:

**M.A. Applied Archaeology.** (Exp. Aug. 2015) Northern Arizona University, Flagstaff, Arizona

**B.A. Anthropology.** University of Colorado, Boulder, Colorado (2008)

## Work History:

### *Graduate Assistant*

*Anthropology Department*

*Northern Arizona University*

August 2014 – May 2015

- Assisting Professor with grading of assignments and in-class
- BbLearn Interface and grade database entry
- Held office hours, email students, answered questions

### *Graduate Assistant/ART Facilitator*

*Immigration Action Research Team*

*Northern Arizona University*

August 2013 – May 2015

- Part of an Action Research Team of graduate and undergraduate students
- Taught freshman about action research teams, world immigration and migration of peoples, laws and policy of immigration
- Taught and learned community organizational skills and community legislation
- Developed lectures, grading students, and organized team meetings

### *Archaeological Technician/Administrative Assistance*

*Metcalf Archaeological Consultants*

Supervisor: Sarah Jennings

March 2011 – July 2013

- Admin. Assistant to office manager and HR.
  - Responsibilities: phones, email, mail and packages, office supplies, and filing.
  - Overall tasks: Direct data entry, presentation tools, digitizing maps and paper forms.
- Archaeology Responsibilities: include fieldwork, project, and lab duties.
  - The project tasks include digitizing maps, prepping field forms, inking drawings, and form entry.
  - The lab tasks include data entry, analyzing artifacts, and curation.
  - Fieldwork included excavation and pedestrian survey.

### *Cashier/ Vitamin Department*

*Natural Grocers by Vitamin Cottage*

August 2008- Dec. 2009

- Cashier: Money transaction; Customer service;
- Vitamin Department: Assisting customers and provided knowledge of supplements; Projects and reports for Vitamins

### *Mail Clerk/ Community Assistant*

*University of Colorado at Boulder*

*Cheyenne-Arapaho Residence Hall*

August 2004 - May 2008

- Assisting with guest and student concerns; Sorting Mail and logging packages
- Computer organization, Microsoft Office Suite, Outlook, Excel, and Word
- Organizing schedules and meetings, assisting in training new student employees

## Work History continued:

### *Sales Associate*

*Marshalls- Department Store*

April 2006 – August 2006

- Keeping Presentation of the store
- Assisting Customers
- Security/ theft prevention

## Professional Computing Expertise

### Operating Systems

Microsoft Windows  
Apple

### Word Processing Applications

Word

### Data Base/Spreadsheet Applications

Access  
Excel  
Word Perfect (museum collection software)

### Presentation Application

PowerPoint

### Graphics Applications

Adobe Illustrator  
Presentations  
Corel Draw  
Picasa  
Photoshop

### Quantitative Analytical Applications

SPSS  
Minitab

### Spatial Analytical Applications

Geographic Information Systems (ArcGIS)  
SPSS

## Publications:

- 2015 *Searching for Communities of Practice with Sherds: Stylistic Variation in the Cibola Region*, (2015) Master's Thesis, Northern Arizona University.
- 2013 *Preliminary Analysis of Ceramics from LA16616*
- (Manuscript in preparation) *Ceramics from LA16616, a Valdez Cave Site in Taos, New Mexico* (Olivia Brewer)

## Organizations:

- Immigration Action Research Team Student Organization (member 2013-2015)
  - Treasurer 2014-2015
  - Interim President (2014)
- Society for American Archaeology (since 2011)

## Other Experience:

### *Archaeological Technician*

*Abajo Archaeology, Inc.*

Project Director: Mark Bound

October - December 2010

- This position was with a cultural resource management company.
- Responsibilities: excavating and recording architectural units, paperwork for those units, and lab work.
  - The paperwork for units included drawing and describing stratigraphic profiles, photographing archaeological contexts, and drawing measured plan maps and cross sections.
  - Lab work included washing, counting, and cataloging artifacts.

## **Other Experience continued:**

### ***Field Research Intern***

*Crow Canyon Archaeological Center*

Supervisor: Grant Coffey

May - September 2010

- Responsibilities in the field as well as with the public: with the public included instructing and supervising lay participants in basic excavation techniques and archaeological concepts
- In addition, keeping records included writing narrative notes and completing provenience forms, drawing measured plan maps and cross sections, drawing and describing stratigraphic profiles, and photographing archaeological contexts

### ***Student Conservation Association- Archaeology Intern***

*Buenos Aires National Wildlife Refuge, Sasabe, AZ*

Supervisor: David Mehalic

January - May 2010

- The remote pedestrian survey area contained some rugged terrain and complications with the border
- Responsibilities: site recording, GPS (Trimble and Garmin), and photographing alongside a cooperative partnership with the Tohono O'odham Nation
- Additional responsibilities: surveying for an endangered cactus ( Pima Pineapple), building water control features in order to fix erosion, and complying with the mission of the refuge