

Rebecca A. Waugh
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SUMMARY OF PROFESSIONAL EXPERIENCE

Front Desk Receptionist and Admissions Coordinator
Flatirons Health and Rehabilitation
Louisville, Colorado 80027
August 16, 2017 to Present

Provides general office support with a variety of clerical activities and related tasks. Responsible for answering incoming calls, directing calls to appropriate residents and employees, taking messages, mail distribution, flow of correspondence as well as additional clerical duties. Greets and directs visitors to their desired destinations. Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.). Assists with other related administrative support and clerical duties such as copying, faxing, filing, and other duties as assigned. Markets programs and facilities by distributing informational brochures; answering questions; conducting tours of the facility. Assists Admissions Coordinator by utilizing company provided tools to ensure appropriate admission papers are prepared and signatures are obtained from residents or responsible parties for admission. Assists Social Services Director in compiling resident discharge packets and uses calendar to effectively set care conferences.

Customer Service Associate and Photo Specialist
Walgreens
2870 28th Street
Boulder, Colorado 80301
June 26, 2014--Present

Key duties include cash register operations and customer service, merchandising, store inventory, and maintaining store signage and displays. Responsibilities include operating state-of-the-art photo processing equipment, while monitoring all orders and producing specialty items like photo calendars, posters, and custom books. I also serve as the store's Employee Engagement Champion, which involves promoting and advocating workplace engagement through surveys, informative sessions, and ongoing coaching support to team members.

Historian/Historic Preservation Specialist

**515 Front Street
Louisville, Colorado 80027
November 31, 2007 to Present**

In conjunction with Stewart Architecture, primary duties include consulting on Historic Preservation projects and design treatments, writing State Historical Fund and other grants for government and nonprofit volunteer organizations, and serving as Project and Budget Manager on all historic preservation and interpretation projects. Duties include researching and writing proposals and landmark nominations. Duties also include working with local volunteer board members on historical research, Colorado Historic Structure Assessments, and Cultural Resource Surveys to restore, manage, and interpret historic sites, and museum buildings. Writing and executing interpretive plans and designs for exhibits and publications, scheduling appointments and meetings, and preparing reports and follow up communications are a critical part of this part-time consulting job.

**Town Historian
Town of Breckenridge
150 Ski Hill Road
Breckenridge, Colorado 80424
June 2, 1996, to November 30, 2007**

Administered public history programs for the Town of Breckenridge. Marketed programs, events, and facilities by preparing and providing informational brochures; giving interviews; conducting tours, etc. Focused on all aspects of the Town's historic preservation plan, including strategic planning; budget development and management; grant writing and management; project and facilities management; working with donors; and facilitating and performing lecture programs and onsite tours. Primary duties also included working with Town Staff reviewing architectural plans for current planning; developing exhibits; cataloging artifacts and archival materials; researching and surveying cultural resources; designating landmarks; writing historic structure assessments and preservation plans; construction management; writing and publishing books, marketing brochures and articles; producing oral history tapes; facilitating and performing historical tours and heritage tourism programs; developing and coordinating the Town's volunteer program; and managing, maintaining, and interpreting historic buildings, sites, collections, and the museum shop.

**Boulder County Preservation Coordinator
Historic Boulder, Inc.
1123 Spruce Street
Boulder, Colorado 80302
May 1, 1996, to May 1, 2000**

Coordinated countywide technical assistance program for Historic Boulder, Inc. Worked with multiple constituencies to help nonprofit and public entities assess their historic preservation needs; donor development; write grants; prepare and manage budgets; coordinate and supervise staff, contractors, and volunteers; and complete historic preservation projects. Primary duties also included organizing charrettes; preparing Boulder County Landmark Nomination forms, historic structure assessments, preservation master plans and design guidelines; project management for restoring and/or rehabilitating historic structures; researching and writing history articles, and organizing and implementing events and tours.

Museum Administrator
Summit Historical Society
403 La Bonte Street
Dillon, Colorado 80435
June 1, 1980, to June 1, 1996

Administered a countywide, nonprofit historic preservation, history, and museum organization in Summit County, Colorado, full-time, for sixteen years. Primary duties included coordinating and supervising staff, contractors, and volunteers to provide for the long-term preservation of the Summit Historical Society's collections, sites, and buildings. Responsibilities included staff development and supervision, managing museum stores, meeting organization, volunteer coordination, strategic planning, budget preparation and management, marketing and fund raising, donor development, grant writing, interpretive program and tour development, and public relations. Other responsibilities included greeting visitors; scheduling and conducting tours and hikes; cultural resource assessment and management; historical research and documentation; exhibit design; and caring for historic structures, sites, artifacts, and research library archives. Additional duties involved planning and project management for building and site restorations. Also served as the historic preservation specialist for the Town of Breckenridge and a columnist and feature writer for the *Summit Sentinel*, *Summit County Journal*, *Quandary Times*, and *Breckenridge Magazine*.

Other Skills:

Computer knowledge in Microsoft Word Suite and Museum Word Perfect.

EDUCATION:

University of Iowa, Bachelor of Fine Arts, 1975
Major/Minor: Art and Education
Iowa Student Teaching, Art, 1976-1977