
THOMAS L. KAPFER

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EDUCATION

- 2003 Certificate of Landscape Design
George Washington University Center for Professional Development, Washington, DC
- 1998 B.A. Liberal Arts and Sciences; Major in History, Minor in Anthropology
University of Illinois, Urbana, IL
- 1997 Belize Valley Archaeological Reconnaissance Project, Field School
Belize, Central America

EMPLOYMENT

Programs Assistant: February 2002 – Present

Editorial/Production Assistant: September 1999 – January 2002

The Construction Specifications Institute ~ Alexandria, VA

- Edited and coordinated production of technical documents, assisting in design when necessary
- Directed outsourcing transition of all aspects of magazine production to new publisher and printer
- Developed, prepared, and implemented marketing and membership mailings
- Executed and managed trade competition program
- Evaluated and reported on publication and project status
- Managed magazine circulation of 25,000
- Streamlined project production processes
- Sold, marketed, and coordinated production of reprints

Editorial & Administrative Assistant: June 1994 – August 1999

Manpower Temporary Services ~ Fairfax, VA/Waukegan, IL; AA Temporary Services ~ Annandale, VA

- Edited and formatted scholarly journal manuscripts and various scientific documents for publication
- Coordinated meetings and travel arrangements
- Maintained various company-specific database programs
- Performed general administrative/receptionist duties

Archaeological Field Technician: July 1998 – January 1999

Louis Berger & Associates ~ East Orange, NJ

- Rendered survey and site plan maps
- Designed research goals and strategies
- Prepared and excavated shovel test pits, units and features
- Catalogued and prepared artifacts for laboratory analysis

Pianist: 1990 – May 1998

Self-employed ~ Libertyville, IL; Urbana/Champaign, IL

- Served as accompanist for instrumentalists and vocalists in recital and competition
- Performed as recitalist for various functions
- Accompanied and directed rehearsals and auditions for musical theatre

ADDITIONAL INFORMATION

Programs: Word, WordPerfect, Excel, PowerPoint, Adobe Photoshop Elements, QuarkExpress 4

Languages: Spanish [proficient at writing and reading]

Interests: music [world, early, classical], dance [Spanish, Middle Eastern], language, gardening, interior design, urban studies, medieval history, Mayan archaeology