

☆ Top 10 Resume Keywords for Your 2-Page CRM Resume

1. Cultural Resource Management (CRM)
2. Archaeological Field Methods
3. Phase I-III Investigations
4. Crew Supervision & Field Leadership
5. Pre-Contact & Historic Site Identification
6. Section 106 Compliance
7. NRHP Eligibility Evaluation
8. GPS/GIS Data Collection (ArcCollector, Field Maps, Codify)
9. Technical Report Writing
10. Data Analysis & Interpretation

TARGET: ASSOCIATE ARCHAEOLOGIST, FIELD DIRECTOR, NORTHERN CALIFORNIA

SUSAN PETERSON

616 Western Avenue | West Sacramento, CA 95605 | susan@me.com | 801-222-2222

SUMMARY: Archaeologist and Cultural Resource Professional with 20+ years of combined civilian and U.S. Army experience in archaeological research, environmental management, field surveying, and cultural heritage documentation. Skilled in project leadership, site assessment, and historical analysis for federal land management and infrastructure programs. Proven success collaborating with tribal communities, environmental scientists, and government stakeholders to preserve cultural resources. Experienced in GIS mapping, excavation logistics, demining operations, and historical documentation under the National Historic Preservation Act (NHPA) and NEPA frameworks.

Core Competencies: Archaeological Survey & Excavation; Cultural Resource Management (CRM); GIS Mapping & Spatial Analysis; Historical Documentation & Archival Research; NEPA/NHPA Compliance; Tribal Consultation & Liaison; Project Planning & Field Coordination; Artifact Cataloging

EDUCATION

Master of Anthropology (in progress) – California State University, Sacramento, expected June 2028 | **B.A., Archaeology** – Oregon State University, 2022 | **A.A., Anthropology** – Butte Community College, 2019 | **B.S., World History** – Drury University, 2012 | **B.A., English Literature** – UC Santa Barbara, 2006 | *Relevant Coursework:* Archaeological Survey, Environmental Anthropology, Geoarchaeology, Oceanography, Cultural Resource Management, Archaeological Inference, Anthropology Practice, Environmental Science

PROFESSIONAL EXPERIENCE

Associate Government Program Analyst 04/2023 – Present
California Department of Forestry and Fire Protection (CAL FIRE) – Sacramento, CA

Provide program analysis and contract administration in support of public infrastructure and resource management operations. Coordinate maintenance projects and public works contracts for fire stations across Central and Southern California, ensuring environmental compliance and operational safety.

- Develop scopes of work and performance timelines for emergency service and maintenance contracts in alignment with state environmental and safety regulations.
- Manage vendor oversight and quality assurance, certifying payments and verifying compliance with contractual terms.

- Support wildfire mitigation projects involving soil, hydrology, and vegetation impacts—ensuring integration with environmental protection standards.

Support Services Specialist

08/2016 – 05/2018

U.S. Forest Service – Shasta-Trinity National Forest, Weaverville, CA

Served as administrative and environmental support professional overseeing operational logistics, facility management, and historical documentation for a district listed on the **National Register of Historic Places (NRHP)**. Contributed to interdisciplinary teams supporting archaeology, botany, and fisheries divisions.

- Conducted **historical research** using archival records, mining claims, and property maps to assist the South Fork Archaeology Team in cultural documentation and preservation planning.
- Provided reference materials and documentation to tribal communities collaborating on archaeological and environmental restoration projects.
- Oversaw maintenance of the 70-year-old Weaverville Ranger Station, coordinating preservation work compliant with federal historical preservation standards.

Key Accomplishment: Directed restoration and modernization of district facilities, including upgraded plumbing, electrical systems, and digital infrastructure to support field teams and public engagement.

Noncommissioned Officer-in-Charge (NCOIC)

07/2022 – 06/2023

U.S. Army – Sierra Army Depot, Herlong, CA

Led multidisciplinary team in logistics, safety, and infrastructure support for base operations. Directed training, environmental safety protocols, and facility use for military and civilian operations.

- Established Range Operations cell to restore and manage live-fire training and physical readiness programs—the first since depot closure in 1994.
- Coordinated with environmental officers to ensure safety and compliance during terrain rehabilitation projects.

Army Reserve Administrator

02/2013 – 07/2022

U.S. Army Reserves – Sacramento, CA

Supported training, logistics, and personnel programs while managing contracts with federal and private vendors. Oversaw training and **environmental site management** for multiple reserve centers. Managed government contracts, personnel logistics, and transportation for over 200 reservists. Conducted **archival documentation and record preservation** to support historical and environmental review projects.

Civil Affairs & Demining Officer (Captain)

06/2009 – 12/2010

U.S. Army — Engineer Mine Detection Unit, Bagram Airfield, Afghanistan

Directed multinational mine-clearing operations in Afghanistan as Officer-in-Charge, leading coordination between UN Mine Action, U.S. military assets, local staff, and South African de-mining teams. Spearheaded strategic planning, risk assessment, and civilian engagement to enable safe expansion of Bagram Airfield. Oversaw QA/QC protocols, advised senior leaders on asset deployment, and **managed Afghan civilian teams**. Identified 150 potential mines, confirmed 37 live ordnances. Recognized with Bronze Star.

CERTIFICATIONS & TRAINING

GIS Mapping & Data Collection – ESRI ArcGIS (2024) | NEPA & NHPA Cultural Resource Compliance | Federal Contracting & Grants Management | Hazardous Site Safety (HAZWOPER) | Microsoft Office Suite, Teams, and SharePoint | Military Environmental & Engineering Operations (USACE Certified)

Remote Status: Hybrid

Company Profile

Chronicle Heritage is a solution-driven heritage consulting firm that prides itself on employing the best cultural resource management (CRM) professionals in the industry. We place an emphasis on supporting our clients' needs, fostering new technologies that advance our industry, and leveraging those advancements toward the management of non-renewable cultural resources. Chronicle Heritage prioritizes professional development within the framework of innovation and forward thinking to encourage career advancement and research development.

Job Description

Chronicle Heritage is hiring an Archaeological Field Director to support our Sacramento office. This position offers support for job training, a positive and diverse work environment, and colleagues who are supportive, passionate, and collectively focused on work/life balance and producing high-quality CRM documents.

Hire Type: Full-time (hourly)

Schedule: 40 hours, Monday–Friday: standard business hours, overtime and weekend work, as needed

Location: Sacramento, CA

Under the supervision of a Team Lead, Principal Investigator, and Project Managers, the Field Director will be responsible for the following duties:

- Oversee and lead archaeological crews in all manner of fieldwork, including pedestrian surveys, testing/data recovery projects, and construction monitoring
- Provide training to new staff, including field and laboratory staff
- Complete office work, including technical writing related to pre- and post-field activities
- Direct collection, analysis, and interpretation of data; formulate recommendations and solutions to highly complex problems or those involving risk
- Work with Chronicle Heritage Team Leads, Principal Investigators, Project Managers, and other staff to implement project-specific instructions and methods
- Observe and uphold Chronicle Heritage's Fieldwork Procedures and Health and Safety requirements

Required Qualifications

- Bachelor's degree in anthropology, archaeology, or a closely related field
- 2+ years of fieldwork in CRM projects
- Meet or exceed the Secretary of the Interior's Professional Qualification Standards for Archaeology
- 1+ years of experience supervising field crews during archaeological studies
- Demonstrable experience conducting all Phases (I,II,III) of archaeological investigations and identifying pre-contact and historic sites in Northern California
- Expertise in archaeological field methods and data collection
- Familiarity with Section 106 processes and NRHP eligibility criteria for sites
- Willingness to travel for both short- and long-term projects

- Capable of walking several miles daily, over all types of terrain, and able to excavate in a variety of conditions
- Valid driver's license

Preferred Skills/Qualifications

- Advanced degree in anthropology, archaeology, or a closely related field
- Listed on the Register of Professional Archaeologists (RPA)
- Familiarity with GPS and GIS data collection in the field, including ArcCollector, Field Maps and/or Codify
- Experience with data analysis and technical report writing
- Proficient organizational, schedule, and budget management skills
- Proficiency with Microsoft Office Suite applications (Word, Excel, PowerPoint, Project)
- Excellent attention to detail, a positive work ethic, reliability, and commitment to working both independently and in a team environment
- Excellent leadership skills in the field

Physical and Mental Requirements and Work Environment

- Regular fieldwork or on-site inspections are required, which necessitates ability to frequently travel/drive a vehicle (sight, hearing, and manual manipulation of driving mechanisms), cognitive ability to plan travel, use maps or GPS navigation systems.
- May require ambulation and movement to enable walking or hiking 10+ miles per day on rough and/or hazardous terrain and occasional climbing, crouching, kneeling, balancing on rough terrain. Fieldwork may involve exposure to conditions of rain, sun, heat, wind, dust, etc., with exposure to animals, plants, wet conditions, biting insects, poison ivy, etc. May require use of respiratory equipment and other personal protection equipment.
- Some fieldwork may require carrying loads up to 25 pounds or work around heavy construction equipment.
- Vision is required to observe environmental phenomena and record and translate observations into text (either keyboard entry on a computer or dictation and audio translation of recording to Standard English scientific text).
- Mental requirements include ability to organize one's own work or that of crew members; ability to recognize and observe scientific data and analyze data as well as ability to perform calculations. Must also be able to observe social and professional interactions and respond appropriately.
- Some work is performed primarily in an indoor environment and requires sustained sitting and use of fingers, hands, and arms to operate a computer and perform keyboard entry of data or document preparation (or equivalent with accommodation). Must also be able to operation standard office equipment (phone, copy machine, FAX machine, etc.).

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Please give me 10 keywords for my two page resume: Associate Archaeologist | Field Director | Northern California Remote Status: Hybrid Company Profile Chronicle Heritage is a solution-driven heritage consulting firm that prides itself on employing the best cultural resource management (CRM) professionals in the industry. We place an emphasis on supporting our clients' needs, fostering new technologies that advance our industry, and leveraging those advancements toward the management of non-renewable cultural resources. Chronicle Heritage prioritizes

professional development within the framework of innovation and forward thinking to encourage career advancement and research development. Job Description Chronicle Heritage is hiring an Archaeological Field Director to support our Sacramento office. This position offers support for job training, a positive and diverse work environment, and colleagues who are supportive, passionate, and collectively focused on work/life balance and producing high-quality CRM documents. Hire Type: Full-time (hourly) Schedule: 40 hours, Monday–Friday: standard business hours, overtime and weekend work, as needed Location: Sacramento, CA Under the supervision of a Team Lead, Principal Investigator, and Project Managers, the Field Director will be responsible for the following duties: Oversee and lead archaeological crews in all manner of fieldwork, including pedestrian surveys, testing/data recovery projects, and construction monitoring Provide training to new staff, including field and laboratory staff Complete office work, including technical writing related to pre- and post-field activities Direct collection, analysis, and interpretation of data; formulate recommendations and solutions to highly complex problems or those involving risk Work with Chronicle Heritage Team Leads, Principal Investigators, Project Managers, and other staff to implement project-specific instructions and methods Observe and uphold Chronicle Heritage's Fieldwork Procedures and Health and Safety requirements Required Qualifications Bachelor's degree in anthropology, archaeology, or a closely related field 2+ years of fieldwork in CRM projects Meet or exceed the Secretary of the Interior's Professional Qualification Standards for Archaeology 1+ years of experience supervising field crews during archaeological studies Demonstrable experience conducting all Phases (I,II,III) of archaeological investigations and identifying pre-contact and historic sites in Northern California Expertise in archaeological field methods and data collection Familiarity with Section 106 processes and NRHP eligibility criteria for sites Willingness to travel for both short- and long-term projects Capable of walking several miles daily, over all types of terrain, and able to excavate in a variety of conditions Valid driver's license Preferred Skills/Qualifications Advanced degree in anthropology, archaeology, or a closely related field Listed on the Register of Professional Archaeologists (RPA) Familiarity with GPS and GIS data collection in the field, including ArcCollector, Field Maps and/or Codify Experience with data analysis and technical report writing Proficient organizational, schedule, and budget management skills Proficiency with Microsoft Office Suite applications (Word, Excel, PowerPoint, Project) Excellent attention to detail, a positive work ethic, reliability, and commitment to working both independently and in a team environment Excellent leadership skills in the field Physical and Mental Requirements and Work Environment Regular fieldwork or on-site inspections are required, which necessitates ability to frequently travel/drive a vehicle (sight, hearing, and manual manipulation of driving mechanisms), cognitive ability to plan travel, use maps or GPS navigation systems. May require ambulation and movement to enable walking or hiking 10+ miles per day on rough and/or hazardous terrain and occasional climbing, crouching, kneeling, balancing on rough terrain. Fieldwork may involve exposure to conditions of rain, sun, heat, wind, dust, etc., with exposure to animals, plants, wet conditions, biting insects, poison ivy, etc. May require use of respiratory equipment and other personal protection equipment. Some fieldwork may require carrying loads up to 25 pounds or work around heavy construction equipment. Vision is required to observe environmental phenomena and record and translate observations into text (either keyboard entry on a computer or dictation and audio translation of recording to Standard English scientific text). Mental requirements include ability to organize one's own work or that of crew members; ability to recognize and observe scientific data and analyze data as well as ability to perform calculations. Must also be able to observe social and professional interactions and

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Here are 10 strong, ATS-friendly keywords tailored specifically for an Associate Archaeologist / Field Director role in Northern California CRM, aligned with the job description you shared.

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SUSAN PETERSON

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[target company]

[address]

[address]

[date]

Dear Hiring Manager:

Please find enclosed my résumé for the position of Associate Archaeologist, Field Director.

My relevant experience includes the following:

- I have bachelors' degrees in archeology, world history and English literature, and am currently pursuing a master's degree in anthropology; I expect to graduate in June 2028.
- My skills include archaeological survey and excavation, cultural resource management, GIS mapping, historical documentation and archival research, compliance with federal laws including NEPA, NHPA and Section 106, Tribal consultation and liaison, project planning and field coordination, and artifact cataloging.

I believe that I would be an asset to your organization because:

- I have employed cultural resource management skills in multiple positions, and am skilled in building interdisciplinary, cross-cultural teams and relationships to conduct field surveys and operations and collect and report data.
- I am a skilled technical writer, and have prepared historical and technical documentation for archeological and environmental restoration projects.
- I have led teams conducting surveys and mapping for archeological and environmental processes.
- I have successfully led major multinational restoration projects, including demining land in Afghanistan to allow safe expansion of Bagram Airfield.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

Susan Peterson