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Specific Duties:

Email: seellis@crai-ky.com	Supervises laboratory workSupervises curationHistoric artifact analysis	 B.S. anthropology, James Madison University, Harrisonburg, Virginia
Experience Summary Information		
Laboratory Director Cultural Resource Analysts, Inc., Hurricane, West Virginia 2014 - present	Museum Technician National Park Service, Southeast Archeological Center, Tallahassee, Florida 2013 - 2014	Archaeological Field and Laboratory Senior Team Leader Environmental Archaeology Lab, James Madison University, Harrisonburg, Virginia 2007 - 2013

Laboratory Director – WV

Education and Training:

Ms. Ellis has eight years professional experience in archaeology. While she holds a Bachelors of Science in anthropology/archaeology, she also has a background in both geology and geography. Ms. Ellis has a broad range of experience. She has conducted phase I, II, and III fieldwork throughout the Virginia Blue Ridge and Appalachians and has experience analyzing both prehistoric and historic artifacts from the Southeastern U.S. spanning from Kentucky to Florida and Puerto Rico. While she specializes in lithic analysis, she has extensive experience analyzing 17th century to 20th century historic component sites as well. She regularly conducts archival research and presents her findings at regional conferences. Over the past five years, Ms. Ellis has focused on a career in collections management and aims at learning and adapting to new and efficient ways of managing collections in an increasingly technological field, while producing consistent records rendering them more accessible to the researcher.

Ms. Ellis began working at CRA as the lab director for the West Virginia office in December 2014. As the lab director she is responsible for all aspects of curation including supervising and conducting artifact processing, archival and digital records management, and lab facility maintenance. She is also responsible for analyzing all historic artifacts that come in from the field.

Professional Experience:

Museum Technician Experience:

Sarah E. Ellis, BS

Availability: Immediate

- Training and advising 3 new employees, 3 interns, and 2 volunteers
- Encouraging open communication and learning within laboratory setting
- Developing efficient order of operations to streamline processing in a large scale repository
- Processing artifacts recovered from 66 National Park Service units in the Southeastern United States
- Unpacking, identifying, numbering, marking, labeling, and preparing objects for storage
- Cataloging objects using Interior Collections Management System (ICMS)
- Maintaining and organizing databases and collection management software
- Performing routine research for prehistoric and historic artifact identification and analysis
- Assisting with annual inventories of collections
- Performing limited cleaning of laboratory and repository facilities including wiping down and dusting storage areas and work stations as well as rearranging and organizing laboratory
- Fulfilling research requests for internal and external researchers
- Advising on public outreach committees and acting as SEAC representative at public events

• Major Projects: Backlog Cataloging Project

Senior Laboratory Technician Experience:

- Directing up to 8 undergraduate employees in all laboratory duties
- Teaching and supervising at least 2 volunteers and 1 intern
- Cleaning, identifying, analyzing, marking, preparing for storage, cataloging, housing, and rehousing prehistoric and historic artifacts.
- Researching for proper artifact identification and analysis
- Managing artifact collections and cataloging databases including ICMS and Archaeological
- Sites Management Information Systems (ASMIS)
- Processing and cataloging associated archives.
- Accessioning and acquiring object catalog numbers
- Rectifying duplicate accession and catalog numbers
- Conducting research to determine project provenance and original order
- Inventorying and ordering supplies
- Acting as liaison between Shenandoah National Park (SNP) and JMU in order to maintain cooperative agreement with SNP
- Assisting with annual inventories of museum property for SNP
- Packing and transporting artifacts between JMU and SNP repository
- Researching and preparing papers to present at regional conferences
- Major projects: Shenandoah National Park Artifact Backlog Project, Archived documents and updated ASMIS database for the Site Condition Assessment project.

Senior Field Technician Experience:

- Leading field team comprising of up to 8 undergraduate employees in all aspects of Phase I, II, and III fieldwork in Western Virginia on historic and prehistoric sites
- Directing and teaching at least 10 field volunteers on projects and during archaeological certification field schools
- Assisting with report preparation
- Utilizing GPS to record permanent features, test units, and project survey area
- Creating hand-drawn field maps and GIS generated maps.
- Conducting off-trail surveys using topographic maps and compass navigation skills
- Taking field photographs, digitizing photographs, creating photograph inventories, and uploading photographs into ASMIS database
- Major Projects: ASMIS Site Condition Assessment for all SNP sites and cemeteries; Phase I survey
 and Phase II and III excavations at Hill Top Plantation, an 18th century homestead; Phase I and II
 survey of Mossy Creek Iron Works, a 19th century complex; Wintergreen Nature Foundation, a
 Phase I survey and Phase II testing of hundreds of prehistoric sites.

Relavent Skills:

Museum and Curatorial: Museum Registrar and Archiving Duties; Archival Research; Obtaining and assigning accession and catalog Numbers; Proper object preservation and handling techniques; Housing museum objects for storage; Maintains clean museum facility

Archaeological Laboratory and Field: Historic Artifact Analysis (Ceramics, Glass, Metal, Ammunition; Small Finds); Lithic Analysis; Rock Types and Sourcing Identification; Native American Pottery Analysis; Faunal Analysis; Basic Fossil Identification; Field and Artifact Photography; Compass and Topographic Map Navigation Skills; Site, Test Unit, and Profile Map Drawing, Leadership and Teaching Skills; Organizational; Detail Oriented

Laboratory and Field Equipment: Dino-Lite Digital Microscope; Professional-Grade GPS (Trimble ProXH and GeoXH), Trimble Total Station; Ground Penetrating Radar (GPR) Equipment

Computer/Software: PC and MAC; Microsoft Office Suite; Access; ReDiscovery Software, Inc.; Interior Collections Management System (ICMS), Archaeological Sites Management Information System (ASMIS); ArcGIS; ArcMap; Pathfinder Office; Adobe Illustrator; Adobe Photoshop

Additional Education and Training:

2015 Adult CPR, First Aid, and Blood Borne Pathogen Training

2014 Operational Leadership Training

Awards:

2013 National Park Service Performance Award

2009 Williams Award, Best Student Paper (Historical)

Publications:

- TBD Lithic Analyses *In* Archeological Investigations at Hare Hammock Ring Site (08BY1347). Tyndall Air Force Base, Bay County, Florida. Manuscript still in preparation.
- 2011 "Mount Vernon Furnace (44RM203): The Industrial Archaeology of Resource Capitalism in the Virginia Blue Ridge," *Quarterly Bulletin of the Archeological Society of Virginia*, 66(1).

Professional Papers and Presentations:

- 2014 Trafficking Rock: A Comparative Analysis of Swift Creek and Weeden Island Lithic Procurement and Production Habits. Presented at the Southeast Archaeological Conference, Greenville, SC.
- 2013 Shenandoah National Park Backlog Project: New Methodologies in Database and Collections Management. Presented at the Middle Atlantic Archaeological Conference, Virginia Beach, VA.
- 2012 Shenandoah National Park Backlog Project: New Methodologies in Database and Collections Management. Presented at the Archaeological Society of Virginia Annual Meeting, Wytheville, VA.
- 2012 Sarah Ellis, Dr. Carole Nash, Peter Hof. More Than Lines On A Map: Hunter-Gatherer Site Boundaries. Presented at the Archaeological Society of Virginia, Massanutten Chapter, Bridgewater, VA.
- 2012 Sarah Ellis, Dr. Carole Nash, Peter Hof. More Than Lines On A Map: Hunter-Gatherer Site Boundaries. Presented at the Middle Atlantic Archaeological Conference, Virginia Beach, VA.
- 2011 Sarah Ellis, Peter Hof, and Katie Cross. *Belmont: Rediscovering an Early Vineyard and Winery/Distillery in the Shenandoah Valley*. Presented at the Archaeological Society of Virginia Annual Meeting, Staunton, VA.
- 2011 Hill Top Plantation: Urban Archaeology and Community Identity. Presented at the Archaeological Society of Virginia, Massanutten Chapter, Bridgewater, VA.
- 2011 Hill Top Plantation: Urban Archaeology and Community Identity. Presented at the Middle Atlantic Archaeological Conference, Ocean City, MD.
- 2009 Mount Vernon Furnace: Resource Capitalism in the Virginia Blue Ridge. Presented at the Archaeological Society of Virginia Annual Meeting, Fredericksburg, VA.

Professional Affiliations:

2014-2015 Southeast Archaeological Conference (SEAC)

2013-2014 Panhandle Archaeological Society in Tallahassee (PAST)

2011-2013 Middle Atlantic Archaeological Conference (MAAC)

2007-2013 Archaeological Society of Virginia (ASV)