**ELIO SINGER**

# UCF COLLEGE STUDENT

Winter Garden, FL (224) 300-8585 el299095@ucf.edu

# Skills

* Multilingual- *English (Native), German (Native), French (B2), Italian (A2).*
* An eloquent, detail-oriented writer.
* Proficient in digital photography, particularly for documenting artifacts.
* Knowledge and experience with digital archival systems, such as PastPerfect.
* Experience in accessioning and cataloging photographs, documents, and various objects.
* Trained in historical research and analysis.
* Skilled in Web Design and construction.
* Experience managing major social media platforms.
* Adept in Microsoft Word, Microsoft Excel, and other Microsoft products.

# Education

***Homeschool/Virtual School***

*—* GED Equivalent

## August 2013 - June 2021

Graduated High School as a homeschooled student through a state-approved curriculum and virtual learning. Overall GPA: 4.28

***Arizona State University,***

*Online —* Freshman

## August 2021 – June 2023

Graduated ASU’s Universal Learner Program with 36 Credit Hours.

Overall GPA: 3.92

***University of Central Florida,***

*Online —* Junior

## January 2024 – 2027

Overall GPA: 3.95

# Experience

## Jefferson Township Museum, Jefferson,

*NJ —* Docent

### May 2018 - October 2020

* First Junior Docent at the Jefferson Township Museum (also known as the George Chamberlain House).
* Trained for three months under the Museum Director, Carol Keppel.
* Volunteered monthly by providing guided tours around the museum, assisting with archival preservation, and setting up seasonal exhibitions.

## Winter Garden Heritage Foundation,

*Winter Garden, FL —* Social Media Intern and Archival Assistant

### March 2023 – May 2024

* Started off as a volunteer until official employment as a Paid Intern in June 2023. Worked as an Archival Assistant, cataloged and organized various objects, including, and not limited to photographs, historical clothing, books, albums, and documents.
* Photographed, digitized, and trained in the preservation of objects in Winter Garden Heritage’s archive, featured in United Arts CFL’s Arts and Culture magazine.
* Managed all four of Winter Garden Heritage’s Social Media pages, including Facebook and Instagram, and posted on a consistent, frequent schedule.
* Designed, created, and successfully published the Winter Garden Heritage Foundation Website, which was active from December 2023 to May 2024.

## UCF Public History Internships,

*Winter Garden, FL —* Lead Role

### May 2025 – August 2025

* Supervised and mentored undergraduate interns working on oral history transcription, metadata creation, and archival processing for UCF’s RICHES (Regional Initiative for Collecting the History, Experiences, and Stories) digital archive
* Provided one-on-one training and guidance to develop interns’ skills in oral history methods, archival practices, and digital preservation
* Oversaw quality control of transcriptions, metadata, and digitized materials to ensure accuracy and consistency
* Collaborated with faculty and project leads to coordinate internship activities and meet project goals
* Led undergraduate participants at events such as the Apopka Women Veterans History Harvest, supporting oral history interviews and archival digitization activities

# Awards and Acknowledgements

**2021 Inductee into Delta Epsilon Phi,** Deutsche

Ehrenverbindung/ The German Honor Society.

**2021 AATG Summer Scholarship**, American Association of Teachers of German (AATG).

**2021-2022 NSLI-Y Fall Scholarship Recipient,** The U.S. Department of State’s National Security Language Initiative for Youth.

**2025 Inductee into the Gamma Chapter of Lambda Alpha National Anthropology Honor Society,** University of Central Florida