

Nova Miller

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Current Address: 1234 Shoveler Way, Seneca, SC 29678

Permanent Address: 1430 Morningside Drive, Aiken, SC 29801

EDUCATION

Bachelor of Arts

Clemson University

Majors: Anthropology and Modern Languages

Emphasis: Japanese

Minor: Dance

Fall 2022 – Present

Clemson, SC

GPA: 4.00/4.00

WORK EXPERIENCE

Retail Specialist (Front of House, Logistics, & Production Assistant)

Platinum National Dance Competition

Spring 2023 – Present

Lorton, VA

- Managing retail through making card & cash sales, tracking inventory, restocking items
- Communicating effectively with customers when making sales and answering questions
- Labeling and packing pins, medals, and plaques with the proper routine and score information
- Arranging awards tables and displays in a logical, appealing manner

RELEVANT EXPERIENCE

Club Secretary

K-Clemson, Clemson University

Fall 2023 – Spring 2025

Clemson, SC

- Creating and editing club documents including showcase scripts, setlists, and information sheets
- Sharing documents with club members and answering questions on rehearsal and event logistics
- Documenting executive board meeting notes in club Google Drive
- Keeping detailed records of attendance, rehearsal schedules, and event reservations

Intern

Museum of the Cherokee in South Carolina

Summer 2024

Walhalla, SC

- Registering individual books in the Museum's research library in a digital catalogue
- Organizing the research library using Library of Congress call numbers
- Analyzing and cataloguing donated artifacts into PastPerfect software with detailed descriptions

Field Crew Intern

Savannah River Archaeological Research Program, Savannah River Site

Summer 2023

Aiken, SC

- Surveyed various prehistoric and historic archaeological sites across the Savannah River Site
- Collaborated with field crew members to carry out labor-intensive tasks in a timely manner
- Cleaned, organized, and safely stored artifacts into the proper collections
- Documented site and artifact information on detailed site forms, paper maps, and GIS software

HONORS AND ACTIVITIES

Clemson University President's List

Phi Beta Kappa Member

Girl Scout Gold Award

Fall 2022 – Fall 2024

Spring 2025 – Present

Spring 2022