

MARY JATKOWSKI

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PROFESSIONAL SUMMARY

Nonprofit program coordinator and Library & Information Science graduate student with over 5 years of experience in curating digital collections; creating educational resources; coordinating and facilitating programs; and optimizing communication and organizational strategies to improve accessibility of education.

- ❖ Microsoft Office Suite, Adobe Dream Suite, CRM Systems, Google Apps,
- ❖ Digital Curation & Research
- ❖ Teaching & Presenting
- ❖ Project Management
- ❖ Media Design & Publicity
- ❖ Program & Event Coordinating
- ❖ Organized & Goal-Oriented

WORK EXPERIENCE

Learning & Engagement Programs Coordinator

AUG 2017 – PRESENT

THE HENRY FORD – 20900 OAKWOOD BLVD, DEARBORN, MI 48124

- Developed interdisciplinary learning resources by writing facilitation guides & curating museum content
- Designed verbal content for Model I learning framework & educational resources
- Managed program & network development of statewide student invention competition
- Facilitated professional development on Innovation Education for educators
- Promoted & maintained teacher partnerships and network through online and onsite outreach

National Endowment for the Humanities (NEH) Project Coordinator

NOV 2016 – AUG 2017

THE HENRY FORD – 20900 OAKWOOD BLVD, DEARBORN, MI 48124

- Organized NEH workshop in collaboration with university scholars and curators
- Managed grant budget and assisted with reports & applications
- Recruited over 200 workshop applicants by promoting workshop through various media channels
- Managed workshop communication, contracts, stipends, and materials for the 70 participants

Substitute Teacher

AUG 2016 – FEB 2017

PROFESSIONAL EDUCATIONAL STAFFING GROUP, LLC

- Fulfilled long term substitute position for Special Ed & ASD classrooms in Washtenaw County
- Taught high school and middle school math, history, ELA, Spanish, and Art in Wayne County

Docent Staff(Supervisor)

SEPT 2013- APRIL 2016

UNIVERSITY OF MICHIGAN MUSEUM OF NATURAL HISTORY – 1109 GEDDES AVE, ANN ARBOR, MI

- Supervised museum and 5+ docents on weekends and events
- Led natural science and prehistoric school programs and public tours
- Designed materials, crafts, and activities for educational programs & events
- Assisted in the development of programs such as My Turn Program (Sensory Friendly Event), Discovery Days, summer camp, and scout programs

Education and Visitors Program Intern

MAY 2015-AUG 2015

MONTICELLO, THOMAS JEFFERSON FOUNDATION – CHARLOTTESVILLE, VA

- Presented over 100 tours about Thomas Jefferson, the plantation and the lives of the enslaved
- Recruited volunteers through social media, online advertisement, flyers, and open house

EDUCATION

MLIS, Wayne State University

AUG 2018 -

Library and Information Science, Certification in Archival Administration

BA, University of Michigan, Ann Arbor, MI

SEPT 2012 - APRIL 2016

History with minors in Museum Studies and Anthropological Archaeology