

MARY JATKOWSKI

1100 Cooper's Ridge Blvd Unit 203, Ladson, SC 29456 | maryjatkow@gmail.com | 269.339.1782

PROFESSIONAL SUMMARY

Library & Information Science graduate student with over 5 years of experience working for historic nonprofits to research and write content; provide administrative support; coordinate and facilitate programs/tours; curate digital collections; and optimize communication strategies to further institutional initiatives.

- ❖ Proficiencies: Microsoft Office Suite, Adobe Suite, CRM Systems, Websites, Museum Catalogs
- ❖ Excellent Written & Verbal Communication Skills
- ❖ Superior Historical Research & Interpretation Skills
- ❖ Great Project Management Skills
- ❖ Very Detail-Oriented and Organized
- ❖ Experienced Program & Event Coordinator
- ❖ Mission-Driven Multitasker and Collaborator

WORK EXPERIENCE

Learning & Engagement Fellow (*Remote Contract Work*)

JULY 2018- AUG 2018

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

- Created stories and diagrams of American innovators for digital experiences (i.e. mobile app, website, exhibits)

Learning & Engagement Program Coordinator

AUG 2017 – JUNE 2018

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

- Created over 10 interdisciplinary resources by writing facilitation guides & curating digital artifacts
- Managed program, event, & network development of statewide competition, Michigan Invention Convention
- Facilitated onsite & virtual professional development/workshops for educators
- Designed webpages for programs and managed catalog of online educator resources
- Supported Community Outreach Partnership Meetings & Outreach Exhibition Programming

National Endowment for the Humanities (NEH) Project Coordinator

OCT 2016 – AUG 2017

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

- Recruited record number of applicants in THF history, over 200 educators from across the country
- Curated digital content and artifacts for university scholars and curators
- Managed grant budget and assisted Grant Writer with reports & applications
- Organized staffing, workshop communication, contracts, and materials for the 70 participants

K-12th grade Substitute Teacher

AUG 2016 – FEB 2017

PROFESSIONAL EDUCATIONAL STAFFING GROUP, LLC

Docent Staff (Supervisor)

SEPT 2013- APRIL 2016

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

- Conducted tour interviews for hiring docents
- Supervised +10 interns and student docents on weekends and events
- Assisted in the development of programs including sensory friendly events, summer camp, & scout programs
- Led over 150 natural science and prehistoric school programs and public tours

Education and Visitors Program Intern

MAY 2015-AUG 2015

MONTICELLO, THOMAS JEFFERSON FOUNDATION – CHARLOTTESVILLE, VA

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

UMMAA Digital Archive Researcher

SEPT 2014 – DEC 2014

UNIVERSITY OF MICHIGAN MUSEUM OF ANTHROPOLOGICAL ARCHAEOLOGY HOPI PLANT COLLECTION

- Digitally archived and curated the 1935 plant and seed collection from the Three Hopi Mesas with 1935 field notes and video interviews with current Hopi Farmers. (<http://ummaahopiplants.omeka.net/>)

EDUCATION

MLIS & Cert. in Archival Administration, Wayne State University

AUG 2018 -

History, BA, University of Michigan, Ann Arbor

SEPT 2012 - APRIL 2016

Minors in Museum Studies and Anthropological Archaeology, University Honors

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PROFESSIONAL REFERENCES

Lucie Howell

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