**Mary Jatkowski**

**\_\_\_\_\_\_\_\_\_ \_1100 Cooper's Ridge Blvd Unit 203, Ladson, SC** [**29456│maryjatkow@gmail.com│269.339.1782**](mailto: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**

* Digitally archived and curated the 1935 plant and seed collection from the Three Hopi Mesas with1935 field notes and video interviews with current Hopi Farmers. ([*http://ummaahopiplants.omeka.net/*](http://ummaahopiplants.moeka.net/))

## EDUCATION

**MLIS & Cert. in Archival Administration, Wayne State University** 2018 -2020

**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**

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**Catherine Tuczek**

Curator of School & Public Learning

Learning & Engagement

The Henry Ford

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**Jacqueline Langholtz**

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