

# MICHELLE SEMAN

## PROFESSIONAL PROFILE

Recent graduate with a passion for researching, art, and history. Over 10 years of museum experience, as well as studying research-based programs, has provided me with skills in research, but also with time management and delegation, communication skills, and creative thinking when obstacles arise.

## EXPERIENCE

### ARCHIVIST & LIBRARIAN / CURRENT /

*Northwestern Michigan College*

- Supplemental reference librarian
- College archivist

### LOCAL HISTORY INTERN / June-July 2021 /

*Traverse Area District Library*

- Will be completing 40 hours in the local history department

### SUBSTITUTE LIBRARIAN / 2020 - PRESENT /

*Traverse Area District Library*

- Training in all departments

### ADMINISTRATIVE ASSISTANT / 2020 - 2021 /

*Designsmiths Architects*

- Office and Records management duties

### SALES ASSOCIATE / 2015 - 2020 /

*Wood + Cloth*

- Assisted customers with home goods purchases

### ARCHIVAL INTERN / 2019 / 60 hours /

*Grand Rapids City Archives and Records*

- Processed and appraised backlog
- Cataloged

### ASSISTANT REGISTRAR, INTERN/VOLUNTEER / 2007-2015 /

*Dennos Museum Center*

- Updated, cataloged, and archived museum collection
- Maintained museum collection records on Past Perfect
- Assisted in appraisals, exhibit preparation, and installation
- Digitized the Inuit Art print collection for digital and online access.

## STUDENT LIFE

- *Secretary* - Art History Association / University of Oregon
- *Board Member* - Student Art Show / University of Oregon

## CONTACT

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Williamsburg, MI 49690

## EDUCATION

Certificate in Coding /  
Massachusetts Institute of  
Technology - Remote

**Full Stack Development,**  
06/2022

Master's of Science / University  
of Wisconsin - Milwaukee  
Milwaukee, WI

**Library and Information  
Sciences, 05/2020**

- 3.9 GPA
- Concentration in Archives

Bachelor's of Art / University of  
Oregon  
Eugene, OR  
**Art History, 06/ 2014**

## SKILLS

- ArchivesSpace
- Collection Digitization
- Past Perfect Software
- Collective Access
- Adobe Photoshop, Acrobat
- Evergreen OPAC
- MelCat
- Adaptive

## INTERESTS

Art History  
Historical Fiction  
Architecture  
Hiking  
Biking