

AMY C. SMITH

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COLLECTIONS MANAGEMENT AND CURATION

Central Michigan University Museum of Cultural and Natural History

Volunteer Assistant Collections Manager of Geology

August 2011 – Present

Collections Managed: Research and Teaching Level Rock, Mineral, and Fossil Specimens (>4,600)

- Create and maintain a Geology Collections Manual
- Research specimens, collections, accessions, and donors
- Systematically organize, inventory, accession, catalog, number, label, repair, clean, and house specimens
- Identify and allocate previously uncategorized found in collection objects
- Utilize **PastPerfect** to classify and log specimens, perform searches, create reports, fix errors, individually and collectively update records, and import and export collection data
- Assemble a digital archive of specimen photographs, integrating EXIF and IPTC metadata into specimen photographs via **Geosetter**
- Facilitate access to and return of museum specimens
- Identify the type and articulation of specimens in a museum or locality setting
- Proposed a suite of interactive geology exhibits
- Tailor outreach efforts to state and national Science Standards of Learning
- Conceptualize, assemble, and budget a publicly accessible teaching collection of over 100 geological specimens
- Employ **Microsoft Office Suite 2010** and **Adobe Creative Suite 5.5** to compose reports, proposals, presentations, posters, illustrations and diagrams for print and web, museum literatures and signage, labels, object removal cards, and educational resources
- Facilitated undergraduate professional development by training and supervising a volunteer, leading an independent study in collections management and outreach, and engaging over 60 undergraduate students in the outreach efforts of the museum
- Aided in the design and execution of a student's project called "Minerals of the Museum" on the museum's Facebook page
- Establish and maintain museum safety standards through updating specimen labels and training museum workers in the safe handling of specimens

Virginia Museum of Natural History (via Virginia Tech)

Student of Fossil Field Work, Lab Work, & Collections Management Independent Study, GEOS5974

January 2009 – May 2009

- Acquired, identified, packed, jacketed, and transported diverse vertebrate and invertebrate fossils from various locality types
- Unpacked and cleaned various types of vertebrate fossils
- Assembled a digital photographic archive of over 300 specimens of *Tanytrachelos*
- Systematically organized hundreds of fossil specimens from the Solite Quarry (Cascade, Virginia) within collections storage

COLLECTIONS MANAGEMENT AND CURATION, CONTINUED

Virginia Tech Museum of Geosciences

Curator and Collections Manager

August 2008 – December 2010

Collections Managed: Research and Teaching Level Rock, Mineral, and Fossil Specimens (>9,000)

- Performed all registry and collections management tasks
- Trained a graduate employee in collections management
- Employed **Superbase** to classify and log specimens, perform searches, create reports, individually and collectively update records, and import and export data
- Assembled digital photographic archives of mineral specimens
- Performed data backup of all digital information
- Facilitated specimen and material access
- Inventoried, documented, packed, unpacked, and tracked the loans and returns of museum specimens and educational kits
- Corresponded with and presented end results to specimen donors
- Wrote a successful grant proposal for Collections Stewardship to the Institute of Museum and Library Services, resulting in an award of **\$120,593** in 2011
- Synthesized three educational kits for loan to pK-12 classes and homeschoolers
- Composed, updated, and maintained the webpage **Museum of Geosciences Teaching Materials** and its subpages
- Created, disassembled, updated, and maintained museum exhibits
- Led interactive workshops, performed guest lectures, identified specimens, and assisted in open house events

Michigan State University Department of Geological Sciences

Paleobotany Collections Manager and Registrar September 2004 – May 2007

Collections Managed: Research and Teaching Level Palynology and Paleobotany Specimen Slides (>20,000), Hand Samples (>200), and Literatures and Field Books (>2,500)

- Inventoried, prepared, and packed specimens, literatures, and equipment for transfer from Dr. Aureal T. Cross's labs at MSU to the Field Museum in Chicago

University of Rochester Department of Earth and Environmental Sciences

Vertebrate Fossil Collection Manager and Conservator January 2003 - May 2003

Collections Managed: Teaching Level Vertebrate Fossils (>300)

- Systematically organized, cataloged, labeled, and housed entire collection
- Performed the repair, cleaning, and numbering of specimens
- Synthesized a 310 page collection manual with updated information

University of Rochester Department of Earth and Environmental Sciences

Foraminifera Sample Preparator

February 2003 – May 2003

- Prepared Cenozoic forams for isotopic analysis by sieving sediment samples and selecting *Ruber*, *Saculifer*, and *Dutertrei*

MUSEUM ADVOCACY

The Loudoun Museum, Leesburg, VA

Volunteer Advocate

July 2012 – August 2012

- Aided the Loudoun Museum in acquiring a six month continuation of funding from Loudoun County, VA

FORMAL TEACHING EXPERIENCE

Central Michigan University Department of Earth and Atmospheric Sciences
Lecturer of Geology and Paleontology August 2011 – May 2012

Virginia Tech Department of Geosciences
Lab Instructor and Coordinator August 2007 – May 2011

Michigan State University Department of Geological Sciences
Lab Instructor and Teaching Assistant August 2004 – May 2007

EDUCATION

Doctorate of Philosophy, Geology (Vertebrate Paleontology)
Virginia Tech, Blacksburg, VA 2011
Dissertation: Description of *Tanytrachelos ahynis* and its implications for the phylogeny of Protorosauria

Master of Science, Geology (Vertebrate Paleontology)
Michigan State University, East Lansing, MI 2007
Thesis: Implications of Claw Morphology for Possible Aquatic Locomotion in *Pteranodon*

Bachelor of Arts, Geology
University of Rochester, Rochester, NY 2003

Associate of Arts, Science
Bucks County Community College, Newtown, PA 2000

NATURAL HISTORY COLLECTIONS TRAINING

- **Collections Stewardship & Curatorial Practices**, MST320, CMU. 2012.
- **Virginia Museum Collections Boot Camp**. Held at Virginia Tech by the Virginia Association of Museums. 2010.
- **Virginia Museum Fundamentals Forum**. Held at Virginia Tech by the Virginia Association of Museums. 2010.
- **Comparative Vertebrate Anatomy**, ZOL494, MSU. 2005.

SOFTWARE PROFICIENCY

- Code in **HTML**, **XHTML**, and **CSS**
- Utilized **ImageJ**, **PAST**, **SAS**, and **JMP7** to statistically analyze morphometric data collected from fossils