

# EMMA HECK

220 N. 1st St. Apt. A3 | Ann Arbor, MI 48104 | 615.417.9614 | [emmagraceheck@gmail.com](mailto:emmagraceheck@gmail.com) | [emmaheck@umich.edu](mailto:emmaheck@umich.edu)

---

## EDUCATION

**University of Michigan** School of Information, Ann Arbor, MI — *MSI in Digital Curation*

**Expected May 2024**

- Relevant coursework: Programming, Contextual Inquiry, Organization of Info. Resources, Preserving Info. in a Digital Age, SQL & Databases, Servers & Git, Digital Curation, Web Design, Research Methods, Networked Services for LAMs
- Extracurriculars: American Library Association (UMSI Chapter), Society of American Archivists (UMSI Chapter)

**Emory University**, Atlanta, GA — *BA in English* and *Philosophy, Politics, & Law*

**May 10, 2021**

- Cumulative GPA: 3.76 / Major GPAs: 3.8, 3.99
- Dean's List (4 terms), Pi Beta Phi Academic Achievement Award (3 terms), Honor Council Recognition Award (Spring '21)
- Relevant coursework: Political Philosophy, Philosophy of Law, Shakespeare and Law, English Lit. To 1660, English Lit. Since 1660, Southern Literature, Quantitative Theories and Methods, Logic

## WORK EXPERIENCE

**Hatcher Graduate Library**, Ann Arbor, MI — *Library Stacks Assistant*

**Jan. 2024–ongoing**

- Retrieve, shelve, and organize books and other materials

**Tennessee State Library and Archives**, Nashville, TN — *Archival Collections Services Intern*

**Jun. 2023–Aug. 2023**

- Formatted finding aid container lists into Excel templates for batch upload to ArchivesSpace according to metadata standards and controlled vocabulary
- Made records available for digital management in ArchivesSpace by creating digital objects for a backlog of record groups
- Performed collection analyses on an extensive collection of hand-transcribed records and their microfilm counterparts and suggested changes to collection arrangement based on findings

## PROJECT EXPERIENCE

**Library of Congress Law Library Digital Collections Review**, Ann Arbor, MI

**Aug. 2023–Dec. 2024**

- Designed and carried out user testing protocols for Law Library digital collections webpages
- Provided recommendations for migrating digital collections from legacy platform to current website

**UM Library Digital Preservation Unit**, Ann Arbor, MI

**Jan. 2022–Apr. 2022**

- Partnered with classmates to assist the UM Library with metadata evaluation
- Reviewed digitized analog audio recordings to identify errors in the metadata and missing METS metadata tags
- Developed remediation recommendations for resolving metadata issues
- Produced a report with suggestions for migrating and preserving legacy media packages in Dark Blue, a UM digital repository

**"Abortion Access & Reproductive Justice in Michigan" Online Archive**

**Sept. 2022–Dec. 2022**

- Collaborated with a team to construct a digital archive of materials describing abortion history in MI using Omeka S
- Link: <https://umsi580.lsa.umich.edu/s/abortion-access-mi/>

**County of Washtenaw**, Ann Arbor, MI — *Vehicle Fleet Management Consulting Project*

**Sept. 2022–Dec. 2022**

- Worked with a team to identify workflow problems within the Vehicle Fleet Management Department
- Created interview protocols and interviewed employees from each stage of the management process
- Produced a report with recommendations for more effective communication and data collection, management, and retention

**Rutherford County Chamber of Commerce**, Murfreesboro, TN — *Economic Development Intern*

**May 2019–Aug. 2019**

- Conducted extensive research on livability trends in the greater Nashville area
- Collaborated with my department to present research to the TVA as part of their Community Livability initiative
- Designed infographics and promotional materials for various projects
- Assembled a comprehensive site selection consultant database with past and potential clients

## LEADERSHIP & VOLUNTEER EXPERIENCE

**UM Central Student Government** — *School of Information Representative*

**Nov. 2023–May 2024**

- Advocates for the needs of SI students at weekly assembly meetings

**Emory College Honor Council** — *Board Member*

**Sept. 2019–May 2021**

- Investigated academic integrity violations through personal meetings, physical evidence, and digital data
- Attended meetings and hearings each week with reported students and their faculty advisors
- Summarized academic integrity violations through Deliberation Reports, for use by the Dean of the College
- Promoted academic integrity to the student body through the creation of posters, online flyers, and videos

- Assessed current academic integrity trends and used this research to improve our Honor Code process

**Student Government Association — *VP of Communications***

**May 2018–May 2019**

- Cultivated and led a team of students who worked to address student concerns on an individual basis
- Negotiated with administration and staff to improve student conditions regarding dining, parking, and laundry
- Designed a weekly newsletter sent to student body which included College/club events and important information
- Joined forces with other student organizations to create programming (e.g. Sustainability Week, It's On Us Week)

**Common Good Atlanta**

**Aug. 2018–Jan.**

**2020**

- Fulfilled research requests for incarcerated students in Georgia prisons
- Collected books for donation to Georgia prisons

**SKILLS**

- HTML, CSS, Javascript, SQL, SSH, Git
- OpenRefine, BitCurator, Omeka S