

EMMA HECK

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<https://emmagheck.github.io/portfolio/>

EDUCATION

University of Michigan School of Information, Ann Arbor, MI — *MSI in Digital Curation* **Expected May 2024**

- Relevant coursework: Programming, Contextual Inquiry, Preserving Info. in a Digital Age, SQL & Databases, Servers & Git, Digital Curation, Web Design, Research Methods, Networked Services for LAMs, Database App Design, Big Data Mgmt Tools
- Extracurriculars: ALA (UMSI Chapter), SAA (UMSI Chapter), Central Student Government (UMSI Representative)

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

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

PROJECT EXPERIENCE

Institute for Public Art: "Establish the First Searchable Global Repository Online for Public Art and Set Metadata Standards for the Field" **Jan. 2024–ongoing**

- Currently serving as a student consultant developing metadata standards for public art case studies from around the world.
- Building recommendations for an online repository and access portal for said case studies

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.isait.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

LEADERSHIP & VOLUNTEER EXPERIENCE

UM Central Student Government — *School of Information Representative* **Nov. 2023–May 2024**

- Advocates for the needs of School of Information students at weekly CSG 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 AND TOOLS

- HTML5, CSS, Javascript
- Python, Django
- SQL, MySQL, Tableau
- Linux, Bash, SSH, Git
- OpenRefine, BitCurator
- Omeka S, ArchivesSpace, ProcessWire