

KAITLIN SCHLOTFELT

SKILLS & ABILITIES I am an enthusiastic and friendly person who enjoys engaging families and children in active learning. I have a willingness to learn and am flexible and creative in dealing with changing situations.

EXPERIENCE **FAMILY PROGRAMS MANAGER — NATIONAL CZECH & SLOVAK MUSEUM & LIBRARY, CEDAR RAPIDS, IA**

08/2016- 06/2020

I began in this position as a part-time staffer and was promoted to full-time at the beginning of February 2017. In this role, I have organized and executed various programs geared towards families and children of diverse ages. Including one of our largest free days - Summer Family Free Day - which has a changing theme to go along with the exhibit that year and brings in many community members. Along with these events I have had the chance to do adult programming – such as lectures, cooking workshops, walking tours, and exhibit openings.

COLLECTION DIGITIZING - HERBERT HOOVER LIBRARY AND MUSEUM, WEST BRANCH, IA

08/2016 - Present (dependant on job)

This was a part-time opportunity to do digital scanning for scholars who could not visit the library. I started scanning while I was part-time at the NCSML and continued to do some scanning jobs on my days off once I was made full-time. I learned the basics of digitizing archival documents, organization of a digital collection, and how to manage my time between several jobs.

TOUR ASSISTANT — HERBERT HOOVER LIBRARY AND MUSEUM, WEST BRANCH, IA

08/2016-01/2017

As a tour assistant, I lead tours for school groups and helped with various educational programs including girl scout events and STEM Days.

SUMMER INTERNSHIP IN EDUCATION DEPARTMENT — HERBERT HOOVER LIBRARY AND MUSEUM, WEST BRANCH, IA

05/2014-08/2014

05/2015-08/2015

During my first summer internship, I helped to develop programs for families and school tours. During my second summer internship, I continued to plan programs and events, and contributed to the ongoing STEM Days program. I also had the chance to work with other departments and even learn how to digitize archival materials.

IOWA CENTER FOR RESEARCH BY UNDERGRADUATES — UNIVERSITY OF IOWA, IOWA CITY, IA

06/2015-05/2016

I researched ways to house and preserve the Iowa Coal Ball Collection at the University of Iowa Fossil Repository. This provided me with experience in working in the collections side of a museum and a chance to present my work at the end of the project.

ASSISTANT IN EDUCATION DEPARTMENT – UNIVERSITY OF IOWA PENTACREST MUSEUMS, IOWA CITY, IA

08/2015-08/2016

I was promoted to assistant, where I had the added responsibilities of running birthday parties, planning family programs, such as Creepy Campus Crawl, and helping with office work and data entry.

DOCENT – UNIVERSITY OF IOWA PENTACREST MUSEUMS, IOWA CITY, IA

06/2013-08/2015

Worked at the Museum of Natural History, helped plan and execute education programs for elementary students, gave tours, greeted visitors, and ran the gift shop.

EDUCATION

UNIVERSITY OF IOWA – IOWA CITY, IA

- B.A. Anthropology May 2016
- Minor in History GPA: 3.3
- Certificate in Museum Studies

During my time at the University of Iowa, I had the opportunity to dabble in some of my other interests. I was able to take an introduction to GIS class, which inspired me to play around with creating a map for another class' final project that semester.

COMMUNICATION

I have built strong communication skills by giving tours, greeting guests, leading programs, and working at outreach events. I have also gained experience in writing for marketing as well as posts for our various social media platforms. I help to draft program descriptions for our website and printed material.

LEADERSHIP

In my time at the National Czech & Slovak Museum & Library, I have had the chance to grow as a leader. I have managed several summer interns and I would occasionally be the manager on duty on weekends.
