Patrick M. Curtis

908 E. Market Street, Iowa City, IA 52245
(703) 593-9340 • PMCurtis74@gmail.com

EDUCATION

University of Iowa – School of Library & Information Science, Iowa City, IA
Master of Library and Information Science (MLIS), (All degree requirements met by May 2015)
- Certificate in the Public Digital Humanities, May 2016 (Expected)
- Master's Poster: "Challenges and Issues in the Stabilization of an Ephemeral Web" (April 2015)

University of Maryland – School of Public Policy, College Park, MD
Master of Public Policy (MPP), International Development, May 2004

Georgetown University - The Edmund A. Walsh School of Foreign Service, Washington, D.C.
Bachelor of Science in Foreign Service (BSFS), International Relations, May 1996

University of Northern Iowa, Cedar Falls, IA
Pre-Major: Interactive Digital Studies, Spring Semester 2013

University of Edinburgh, Edinburgh, Scotland, UK
Junior Year Abroad, September 1994 – May 1995

RELEVANT COURSEWORK

Archives & Media; Digital Environments; Database Systems; Foundations of GIS; Mapping, Visualization, and Modeling in 3D Environments; Theory & Practice of Digital Humanities; Computing Foundations; Interactive Digital Communications; Media Computation

WORK EXPERIENCE

"Mapping the Independent Media Community", Assistant Professor Lindsay Mattock
School of Library and Information Science, University of Iowa – Iowa City, IA
Graduate Research Assistant, September 2014 – Present
- Working within an interdisplinary team towards the objective of understanding the development of the independent media arts movement, both domestically and globally, in the 1970s and the 1980s
  - Initial focus is centered on *Film and Video Maker Travel Sheet* (1973-87) and related annual Directory (1978, 1979)
- Researching and organizing other potential datasets
- Assisting in development of project data structure
- Managing text verification of scanned *Travel Sheet* utilizing ABBYY optical character recognition software

Digital Scholarship and Publishing Studio, Main Library, University of Iowa – Iowa City, IA
Student Specialist I, May 2015 – Present
Practicum Student, January 2015 – May 2015
- Evaluating status of websites currently being archived by the University of Iowa
- Uploading of Office of State Archaeologist site images into Iowa Digital Library (CONTENTdm's content management system platform)
- Participated in website development meetings concerning an archival project to document history of Latinos in Iowa
- Uploaded scholarship collection files and respective metadata elements (Dublin Core) into DIY History – University of Iowa's crowd-sourced transcription site (Omeka)
- Evaluated and edited digitized version of handwritten theses and dissertations for inclusion in Iowa Research Online – institutional repository
- Edited and corrected metadata regarding University of Iowa scholar authored journal articles published in open access journals
- Batch uploaded metadata by citation series into Iowa Research Online (Digital Commons platform)
- Monitored process of placing articles into IRO

Preservation and Conservation Department, Main Library, University of Iowa – Iowa City, IA
Conservation/Digitization Student Specialist I, January 2014 – August 2015
- Digitized manuscripts and other media (e.g. photographs, newspapers, posters, scrapbooks) within workflow for inclusion in Iowa Digital Library

Student Specialist – Conservation Unit, September 2013 – December 2013
- Repaired and maintained books and other media for return to general circulation

World Vision United States – Washington, D.C.
Regional Coordinator, Program Effectiveness & Integration (PEI) - Africa, February 2009 – September 2011
- Evaluated quantitative & qualitative performance results for 160 program management reports of 10 country offices
- Researched methodologies and standards associated with different sectors (e.g. health, child survival, water and sanitation, microenterprise, etc.) and applied this knowledge in monitoring and evaluating programs
- Communicated and interacted with people from other cultures, religions, geographies and organizations
- Utilized understanding of complex organizational informal structure, culture and climate to achieve goals
- Made decisions involving competing goals and objectives while balancing needs and interests of various stakeholders

Project Manager, Integrated Programs (IP) - Africa, October 2007 – January 2009
- Facilitated and participated in key team processes that enhance team operations, regional strategy, and implementation of private, non-sponsorship funded projects for 15 countries in southern Africa
- Efficiently managed regional specific and project information, data sources and other technical resources to meet key information needs of donor relations including both current and potential donors
- Built relationships between programs team and donor relations personnel in order to provide needed information regarding project updates and funding options to donor relations personnel and maximize quality donor involvement opportunities
- Represented field needs and requests during annual budgeting process
- Monitored project performance status and conducted a review of ongoing funding commitments through maintenance of revenue tracker, review of monthly spending reports, and resolution of donor processing errors

Program Associate, Grants Acquisition & Management (GAM) – Africa, October 2005 – September 2007
- Supported the development and packaging of information to create reports, meeting briefings, and talking points for internal and external audiences, including donor government agencies and World Vision national offices
- Edited and formatted proposals, program reports, capacity statements, and other strategy documents for submission to US government agencies, and other NGOs, ensuring compliance with internal and external audit requirements
- Tracked, monitored, and gathered grant proposals, support documentation, grant award documents, and program reports
- Responded to requests for information including requests from donor relations on grant tangibles and the status of grant match funding
- Oversaw the logistical planning for major meetings and team retreats, including coordination of sites and vendors

ADDITIONAL WORK EXPERIENCE

Croton Institute, Ltd. – Arlington, VA
Research Associate and Executive Assistant to the President, December 1997 – June 2001
- Enabled clients to navigate the political and business environment of aerospace/defense contracting, joint venturing, and marketing in the U.S., Germany, and within NATO Europe by preparing reports and memoranda
- Utilized primary and secondary resources to gather, analyze, and synthesize topics related to political and national security policy in the United States, Germany, and other European countries, industry consolidation, Department of Defense/White House personnel, German elections
- Coordinated consultant and associate efforts to provide seamless and transparent client support
- Proofread and edited consultant reports, due diligence and contracts prior to delivery to clients
- Planned and implemented IT operating system transition process while maintaining the flow of daily operations
- Oversaw daily operations of the office, and recruited & supervised interns to provide staffing flexibility for fluctuations in work flow

Save the Children USA – Washington, D.C.
Intern Assistant (Public Policy) to VP of Public Policy & Advocacy, February – May 2003
- Evaluated voting records for 106th (1999-2000) and 107th (2001-2002) Congresses in preparation for a scorecard on issues concerning children domestically and abroad
- Monitored the status of relevant legislation in the 108th Congress concerning child and maternal well-being
- Provided administrative and logistical support for Save the Children's Advocacy Day 2003 in support of the Protection of Women & Children in Armed Conflict Act

Institute for Policy Studies - Washington, D.C.
Research Assistant, June – August 1995
- Supported reporting for Human Rights Watch and media publications on the African political crisis

- Researched and analyzed the contemporary political situation in Angola, Nigeria, and Rwanda as well as more specific issues of refugees and mercenaries
- Prepared reports based on information gathered at Congressional hearings

Mailander & Company – Washington, D.C.
Research Assistant, March - April, July - August 2005
- Developed basic research regarding the Extractive Industries Transparency Initiative in Nigeria and telecommunications issues in Iraq

Office of U.S. Representative James Leach (1st District Iowa) - Washington, D.C.
Intern Assistant reporting to the Press Secretary, January–May 1994
- Prepared briefings on trends in current political news and constituent communications

LEADERSHIP AND SERVICE

Library and Information Science Student Organization (LISSO), University of Iowa
Treasurer, 2014 – 2016

Graduate Student Senate, University of Iowa
Senator (alternate), SLIS, 2014 – 2016

Librarians for Social Justice
Member, September 2015 – Present

Volunteered at University of Northern Iowa Library, Cedar Falls, IA, June 2013
Contact: Ms. Leila Rod-Welch, Outreach Services Librarian, Rod Library, University of Northern Iowa
- Reviewed 108 academic library websites regarding (1) resources provided for international students & speakers of English as a Second Language and (2) advertised resources concerning stress management for students

CONFERENCES AND WORKSHOPS ATTENDED

Iowa Library Association – Association of College & Research Libraries Spring Conference (Des Moines, IA), March 2015

CurateGear 2015: Enabling the Curation of Digital Collections (Chapel Hill, NC), January 2015

Iowa Library Association Annual Conference (Cedar Rapids, IA), October 2014

Iowa Library Association Annual Conference (Coralville, IA), October 2013

Code4Lib Regional Conference (Iowa City, IA), October 2013

Association of Professional Researchers for Advancement (APRA) 25th Annual International Conference (Minneapolis, MN), August 1 – 4, 2012

TECHNICAL SKILLS

MS Windows & Mac OS X
Office Software: Excel, Word, PowerPoint, Outlook
Graphics: Adobe Creative Suite (Photoshop, After Effects),
Web: WordPress, HTML, CSS, XML
Programming: familiar with JavaScript & Python
Metadata: Dublin Core, LCSH
Database: familiar with PostgreSQL
Digital Libraries: CONTENTdm, Omeka, Digital Commons
Mapping & Modeling: ArcGIS, SketchUp

GEOGRAPHIC EXPOSURE: Zambia, Mozambique, Swaziland, S. Africa, United Kingdom, Germany, Romania, Italy, Greece