

## SARAH P. SWANZ

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### EDUCATION

**University of Michigan School of Information**, Ann Arbor, MI  
**Master of Science in Information**, May 2018

*Concentration:* Cultural Heritage Protection

*Leadership:*

- Society of American Archivists, Student Chapter Officer
- Digital Scholarship Collective, Officer
- UMSI Leadership Series

*Service:*

- A2 Data Dive:  
Cleaned, analyzed, and presented data about volunteer participation using Tableau for Ann Arbor Natural Area Preservation
- Archives Blitz, William L. Clements Library:  
Described postcard photographs from The David V. Tinder Collection of Michigan Photography
- Archives Blitz, Detroit Sound Conservancy:  
Rehoused and cataloged newly accessioned books and periodicals
- UMSI Service Week:  
Consulted regarding technology solution for field translation of medical terminology in Gambia for Refresch Initiative
- A2 Data Rescue:  
Served as Team Lead for seeding and sorting in web archiving of vulnerable environmental data sets, in conjunction with the National Data Refuge project and the Internet Archive's End of Term project
- Art + Feminism Wikipedia Edit-a-thon:  
Helped add and edit entries relating to women artists on Wikipedia

*Presentations:*

- SAA Annual Meeting, Poster Presentation: "Chronicling the Fight Against HIV/Aids in Cape Town, South Africa," July 2017
- Quasi-Con 2017, Lightning Talk: "Review of Tate Digital i-Map: An Online Art Resource for the Visually Impaired"

**Duke University School of Law**, Durham, NC  
**J.D. and LL.M.** in Comparative & International Law, 1997

**Middlebury College**, Middlebury, VT  
**B.A.** in History, 1993

## RELATED EXPERIENCE

### **Dow Sustainability Fellow, 2017**

*Interdisciplinary Team Project:* “Assessing Non-Economic Loss and Damage from Climate Change”

*Community Partner:* Bad River Band of Lake Superior Chippewa, Odanah, WI

*Faculty Advisor:* Stuart Kirsch, Department of Anthropology

*Team Outcomes:*

- Institutional Review Board review (exemption obtained)
- Production and archive of 20 oral history recordings, documenting tribal members relationship to the environment over time
- Report on development of framework to assess non-economic loss and damage from environmental changes (in progress)

*Grants:*

- Dow Distinguished Award for Interdisciplinary Sustainability Seed Grant, Graham Sustainability Institute, University of Michigan
- Community Engagement Grant, School of Information, University of Michigan

### **Global Information Engagement Program, Cape Town, South Africa**

*Partner:* Yabonga (organization serving families living HIV/AIDS), May - June 2017

*Project Goal:* Chronicling the Fight Against HIV/Aids

*Team Outcomes:*

- Production and archive of 12 oral history recordings
- Archive of 120+ CDs containing digital photos
- Written report of findings and recommendations regarding impact of training
- Communications toolkit for using video and photos in social media

### **Detroit Historical Society, Detroit, MI**

Alternative Spring Break, Intern March 2017

- Imported and catalogued oral histories and born digital content for the Detroit '67 project, using Past Perfect and Omeka.
- Wrote Python web scraping program to automate tasks.

### **Materiell (formerly CMS Advertising Group), Arlington, Va.**

Project Manager and Strategist (part-time), April 2013 – December 2015

- Worked with clients to determine objectives and requirements and to establish scope for client web design and development projects in WordPress.
- Coordinated between client and web designers and developers, monitored progress and quality, and managed client feedback.
- Provided business and legal advice regarding employment, government contracting, and intellectual property issues.

## CERTIFICATIONS

Post-Graduate Program in Art Crime and Cultural Heritage, Summer 2016  
The Association for Research into Crimes against Art, Amelia, Italy

Cambridge Certificate in English Language Teaching to Adults, April 2016  
International House, Montañita, Ecuador

Certificate in International Law, Cultural Heritage and the Arts, June 2015  
Tulane University School of Law – Siena University, Siena, Italy

Certificate in Front-End Web Development, April 2014  
Betamore Academy, Baltimore, MD

## INSTRUCTIONAL EXPERIENCE

- UMSI Orientation, 2d Year Mentor for Information Challenge (Fall 2017)
- UM English Language Institute, Conversation Circle Facilitator (Fall 2016 – present)
- Lawyers Committee for Cultural Heritage Protection, Brief Grader (2015 – present)
- Reading Partners, Literacy Tutor, Baltimore, MD (2015 – 2016)
- Guest Lecturer, MiddCore (social entrepreneurship program), Middlebury College, 2013
- Guest Lecturer, Business Ethics, Colby-Sawyer College, 2005

## EMPLOYMENT HISTORY

**Richards Kibbe & Orbe LLP**, Washington, D.C.

Counsel: Internal and Government Investigations, June 2006 – July 2012

- Conducted internal investigations for investment managers and public companies related to financial fraud, insider trading, corruption, anti-money laundering, trade sanctions, and other securities law violations.
- Represented *pro bono* an Algerian national challenging his detention at the United States Naval Station in Guantanamo Bay in a petition for *habeas corpus* and negotiated his release back to Algeria.
- Represented senior executives and financial institutions in connection in government and regulatory investigations (Department of Justice, Securities and Exchange Commission, NASD) regarding financial fraud, bribery, and other securities law violations.
- Represented *pro bono* a Kosovo homosexual in successful application for asylum.

**O'Melveny & Myers LLP** Washington, D.C.

Counsel: Securities Enforcement and Litigation, July 2002 – January 2005

- Represented former Enron CEO Jeffrey Skilling in all civil litigation and regulatory and criminal investigations relating to Enron's demise.
- Conducted internal investigation into sales practices on behalf of the Audit Committee of publicly-held food service company.
- Represented investment bank in connection with SEC and NASD investigations into analyst conflict of interest issues.

**Bryan Cave LLP**, Washington, D.C.

Associate: Securities Enforcement, Compliance & Litigation, June 1999 – July 2002

**Gibson Dunn & Crutcher LLP**, Washington, D.C.

Associate: Business Crimes & Investigations, August 1998 – June 1999

**The Honorable Frederic N. Smalkin**, U.S. District Court for the District of Maryland,  
Law Clerk, August 1997 – August 1998, Baltimore, MD

**American Management Systems**, Arlington, VA

Business Systems Analyst, July 1993 – June 1994

## **INTERNATIONAL EXPERIENCE**

Lived in France (3 yrs.); Germany (3 yrs.); Japan (4 yrs.); and Hong Kong (1 yr.)

Languages studied: French, Japanese, German, and Arabic