

Education	<p>Graduate Certificate, Museum Collections Management and Care (12/08) The George Washington University, Washington, D.C. GPA 3.90 ♦ Course work included: Collections Management: Legal and Ethical Issues, Collections Management: Practical Applications, Preventive Conservation: Method and Theory, Preventive Conservation: Practical Applications.</p> <p>Master of Arts, History with a Concentration in Historic Administration and Public History (12/05) Florida State University, Tallahassee, Florida GPA 3.97 ♦ Thesis defended (11/07/05). ♦ Coursework focused on Public History, Archival/Museum Management, post-Civil War Era in United States History, and Black America.</p> <p>Bachelor of Arts, Major: Anthropology / Minor: Computer Science (4/00) Florida State University, Tallahassee, Florida GPA 3.4 ♦ Participated in RPA certified archaeological field school - 4 months (Spring 1999).</p>
Work Experience	<p>Special Projects Manager (2/16-present) Florida Association of Museums ♦ Project Manager, Florida Connecting to Collections program-Designing curriculum and program development for IMLS supported Connecting to Collections program for developing emergency plans and collection policies for cultural institutions. ♦ Assisting in various programming for association including workshops, social media management, and other current initiatives.</p> <p>Social Media/Membership Manager (8/13-Present) Association of Registrars and Collections Specialists (ARCS) ♦ Responsible for the maintenance of the ARCS website (ARCSinfo.org). Includes vetting and posting of relevant news articles and career opportunities. Maintaining Facebook, LinkedIn, and Twitter accounts for organization. Manage membership database and processing. Utilize MailChimp in communication with membership of association news and initiatives.</p> <p>Registrar (5/12-Present) Little White House, Key West, FL ♦ Part-Time position-Responsible for collection management needs of institution. Includes accessioning, marking, cataloging objects that are in possession of historic house museum.</p> <p>Project Associate (2/12-2/16) Florida Connecting to Collections, Florida Association of Museums ♦ Contract position-Designing curriculum and program development for IMLS supported Connecting to Collections program. Includes developing and building content for Florida Connecting to Collections Online Community. (http://fla.connectingtocollections.org/).<ul style="list-style-type: none">• Year one of program involved developing emergency plans and ended with launch of self-paced program (http://www.flamuseums.org/professional-development/connecting-to-collections/emergency-plans/).• Year two of program focused on collections management/development policies and ended with launch of self-paced program. (http://flamuseums.org/professional-development/connecting-to-collections/collectionspolicies/).</p> <p>Collections Officer (4/10-2/12) Ah-Tah-Thi-Ki Museum, Seminole Tribe of Florida, Clewiston, Florida ♦ Supervised staff of 5 including: Conservator, Registrar, Oral History Coordinator, Research Coordinator and Associate Registrar. ♦ Developed and maintained standard operating procedures for Collections Division. ♦ Generated and oversaw yearly Collections Division budget, accounting for over \$75,000 in collection management and programming costs. ♦ Participated in annual institutional strategic planning, consisting of formulating and ensuring staff adherence in five year strategic plan. ♦ Developed and maintained emergency plans for Collections Division, including the execution of all disaster preparation and recovery operations in relation to the historic collections and exhibits owned and loaned to the Museum. ♦ Conducted legal and copyright research into artifacts owned by the Museum.</p>

- ♦ Maintained Museum's accredited status by the American Association of Museums as it pertains to collections stewardship.
- ♦ Coordinated and directed Museum's college internship program.
- ♦ Chair of Museum's Technology Committee. Also directed Museum's social networking initiative.

**Skills &
Abilities**

- ♦ Training and coursework in collection management, museum management, historic sites identification and preservation, and preventative conservation.
- ♦ Application of historical research skills including: deed research, archival research, transcription and conduction of oral interviews.
- ♦ American Association of State and Local History, Project Management for History Professionals training.
- ♦ Training in disaster and emergency salvage in relation to museum collections and historical property.
- ♦ Computer knowledge and training in the following programs: Windows , Mac O/S, Microsoft Office Suite, HootSuite, various social media platforms, Adobe Acrobat, and Past Perfect.
- ♦ Writing and presentation skills. (Samples provided upon request)

**Professional
Associations**

- ♦ Member and Former Chair of History Section, Florida Association of Museums
- ♦ Grant Reviewer, Institute of Museum and Library Services
- ♦ Member and MAP Peer Reviewer, American Alliance of Museums
- ♦ Member, American Institute of Conservation-Collection Emergency Response Team (AIC-CERT)
- ♦ Member, Association of Registrars and Collections Specialists
- ♦ Member, Registrars Committee – American Alliance of Museums (RC-AAM)
- ♦ Member, Southeastern Museum Conference (SEMC)
- ♦ Florida State Representative and Member, Southeastern Registrars Association (SERA)

**Presentations/
Published
Papers**

- ♦ Southeastern Museum Conference, Jacksonville, FL. *Preventative Conservation and storage, presented by Florida Connecting to Collections*, October 2015.
- ♦ Contributed article to, *Leisure, Plantations, and the Making of a New South, The Sporting Plantations of the South Carolina Lowcountry and Red Hills Region, 1900–1940.* Edited by Julie Brock and Daniel Vivian. Rowman and Littlefield, October 2015.
- ♦ Florida Association of Museums Annual Conference, St. Petersburg, FL. *Social Media Help Desk and Emergency Plans*, September 2015.
- ♦ Florida Association of Museums Pre-Conference Workshop: *Connecting to Collections: Developing Emergency Management Plans*, September 2013.
- ♦ Florida Association of Museums Workshop: *Improving Collections Care and Storage*, Clewiston, FL. *Other Considerations: Policies, Plans, Documentation, and Emergency Preparation*, June 2010.
- ♦ Tribal Archives, Libraries, and Museums National Conference, Portland, OR. *The Accreditation Process through the Eyes of a Tribal Museum*, October 2009.
- ♦ Florida Association of Museum Annual Conference, Sarasota, FL. *Emergency Planning: How to Test Your Worst Nightmare*, September 2009.
- ♦ American Association of Museums Annual Conference, Philadelphia, PA. *Marketplace of Ideas: Mold in the Museum*, April 2009.