

Elizabeth Skene

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Education

University Of Michigan School Of Information, Ann Arbor, MI
Archives and Records Management, Community Informatics
Master of Science in Information

Spring Arbor University, Spring Arbor, MI
English-Speech
Bachelor of Arts, Cum Laude

Curatorial & archival experience

Arab American National Museum; Dearborn, Michigan
Curator of Collections; January 2011 – present

- Handle all registrar duties, including maintenance of all collections records for the permanent collections, out-going loans, in-coming loans
- Help to initiative a museum archive for both research and institutional materials
- Developed collection and preservation policies
- Collaborate with all museum departments on exhibits and initiatives

American University In Cairo; Egypt

The Rare Books and Special Collections Library Intern; May 2010 – July 2010

- Processed the Vice Provost records collection, created an EAD finding aid
- Added metadata into the Digital Archive and Research Repository
- Established an online presence using a blog, Facebook, Twitter and Flickr

The National Library Of Medicine, History of Medicine Division; Bethesda, MD
Rehousing Plan for Exhibition Media Assets – Volunteer Project; Spring Break 2009

- Sorted assets by type for past exhibitions and rehoused materials in protective sleeves and boxes
- Classified boxes and sleeves with exhibition name, section, or other content identification to facilitate in access
- Created and updated finding aids and or database records
- Observed the collaboration and planning involved in exhibition programs

Relevant experience

University Of Michigan Herbarium, Museum Assistant; Ann Arbor MI
September 2009 – current

- Oversee the details of incoming and outgoing plant specimen loans
- Update lichen type specimen catalog records to include initial publication information
- Transfer bryophyte specimen to new archival packets, attach annotations and file into collection
- Enter metadata for the Michigan Flora Project into museum database

Ann Arbor District Library, Circulation Desk Assistant; Ann Arbor, MI
November 2008 – September 2009

- Demonstrated best practices in circulation procedures and patron relations
- Enforced library policies through spoken and written reminders, filed incident reports when necessary
- Maintained clear and consistent communication with staff and administration

Peace Corps Bulgaria; Teaching English as a Foreign Language Volunteer
Botevgrad, Bulgaria

April 2008 – October 2008

- Studied language and culture through intense three-month immersion training
- Spoke an intermediate-low level of Bulgarian, as judged by the Peace Corps' Language Proficiency Exam
- Independently taught five sections of English, including preparing original lessons, tests and activities
- Collaborated with Bulgarian counterparts to implement supplemental English instruction

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Professional Development

Society Of American Archivists

- Member since 2009

Ypsilanti Historical Society

- Volunteer since 2011

University Of Michigan Society Of American Archivists Student Group

Leadership Board; 2010-current

- Elected to serve as a representative for the School of Information's Archives & Records Management students
- Coordinate a variety of events throughout the school year, organized the annual sale of archives apparel and facilitated other professional development activities

University Of Michigan School Of Information Alternative Spring Break Fundraising Committee; 2009-2011

- Planned the most successful annual book sale, in addition to a variety of other fundraising events
- Promoted the events using a variety of social medias
- Attended events and helped to set up and tear down equipment

Digital Publishing and Preservation Using the Text Encoding Initiative Workshop

November 2010

- Attended a full-day hands-on training focused on implementing TEI
- Further understanding of XML and various schemas
- Demonstrated knowledge by successfully completing example exercises

Change And Continuity: A Conference For Students And Beginning Professionals On Archives, Rare Books, And Special Collections

Indiana University Society of American Archivists student chapter

- Presented paper titled "Humanity in Print: The Destruction of Archives as Cultural Genocide"

Grant Opportunities [Collaborative Spaces] Interdisciplinary Research Grant; Winter 2010

- Developed, submitted and was awarded a project proposal that used digital media to enhance academic activity
- Collaborated with students from other academic backgrounds
- Implemented a community-wide project to broadcast the voices and experiences of those experiencing homelessness

Skills

Archival Standards

OAIS
EAD
METS
PREMIS
TEI
TRAC
Dublin Core

Archival Tools

Archivists Toolkit
oxygen
Library of Congress Authorities
AAT
Past Perfect Museum Software

Computer Proficiency

Microsoft Word, Excel, PowerPoint, Access
All major web browsers
MS Windows 2000/XP, Mac OS X
Python programming language
Drupal, HTML, CSS, XML

Professional

Project management
Contextual inquiry
Collaborative analysis