

Kathleen J. Michaels

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PROFILE

- Experience with museum operations to include research, education, and archiving
- Strong research skills developed through course and volunteer work
- Able to easily adapt to and manage new environments and situations

EDUCATION

B.A., History, *Hood College*, Frederick, MD May 2011

EXPERIENCE

Research Volunteer Aug 2010-Dec 2010
Dumbarton House and Historical Museum Washington, D.C.

- Organized, researched, and compiled collections of historical documents for public availability
- Traveled to research facilities throughout Washington D.C. and conducted professional level research to be used as general information by the museum

Volunteer May 2010-Aug 2010
Frederick County Historical Society Frederick, MD

- Handled and organized numerous historical documents
- Researched and documented complete glass plate negative photo collection; 1000+ pieces
- Utilized different media interfaces and mediums for researching assigned topics and projects

ADDITIONAL EXPERIENCE

Substitute Teacher Jan 2009-present
Frederick County Public Schools Frederick, MD

- Follow development plans and lead classroom activities for up to 30 students; supervise and mentor students

Classroom Volunteer Aug 2007-Dec 2007
Big Brothers Big Sisters Frederick, MD

- Mentored students with special needs and severe learning disabilities
- Conducted educational and developmental classroom activities

AWARDS

Recipient, Coach's Award in recognition for the academic and athletic excellence 2009-2010
Member, AWCC All-Conference field hockey team due to outstanding athletic performance 2008
Member, Who's Who Among Students in American Universities and Colleges 2010

SKILLS

Microsoft Word, Excel, Access and PowerPoint; QuarkXpress