

Michelle_Susan_Varteresian_Digital_Asset_Custodian

- The use of analytical methods like functional analysis to understand and provide interpretation of various types of data for intellectual consumption
- Utilizing research to interpret the significance of primary and secondary source materials for the purpose of organizing and manipulating data
- Utilizing archival experience and knowledge of professional lexicons to arrange and describe data for upload in relational databases
- Performance of accurate data entry/updates and execution of simple and advanced searches for data collections management systems
- Researching and completing subject matter and other rich description fields
- Working on the collections management system, focusing on fact-checking and research to prepare information for dissemination to digital resources
- Proficiency to make professional judgments as to classification, curation status, subject matter, and associated records
- Library bibliographic data management and an understanding of various schemas in the cataloging and entering of specific data in a web-based environment
- Proven abilities to learn new, specialized terminology and develop subject-matter expertise through reading and research in professional fields of endeavor, as exemplified by my learning about subjects outside my field of expertise in the fields of nomenclature and taxonomic naming conventions
- Understanding of different, local data requirements for different fields of endeavor, and can change gears to meet the requirements of a specific discipline
- Flexibility and facility working with a variety of software and databases, and am proficient in developing solutions to work-around technical issues to ensure continuation and completion of a workflow
- Digital repository management by working with specialized archival software for the accessioning of collections for the Institute of Museum and Library Services
- Performing large-scale digitization and advanced transcription for specimens, data labels, and notes at the University of Michigan
- Library bibliographic data management in the cataloging and entering of specific data in a web-based environment, as well as in a relational database called Specify
- Master's and Bachelor's Degrees in History, with an additional major in Archival Administration
- Working with digital collections, and interacting with staff to ensure accessibility and preservation of accurate collection
- Experience in the digitization of fragile and rare artifacts, as well as performing the editing and data entry to complete the workflow
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DIGITAL DATA AND IMAGE MANAGEMENT:

University of Michigan College of Literature, Science, and the Arts; Museum of Zoology

- **Museum Technician, Thematic Collections Network/National Science Foundation for the Terrestrial Parasite Tracker Project; Utilizes archival skills of arrangement and description in the processing of records and born digital files of (list some names of collectors and determiners, Barry O'Connor, A. Fain, A.V. Bochkov, and F.S. Lukoschus**
- Transcription and imaging specialist leveraging the experiences of the processing archivist in creating and manipulating data in working with electronic forms and types of finding aids in performing the following duties: Works with various taxa and nomenclature, as well as determiner, and collector data; Specifically working with collection attribute data, like life stage, anatomical characteristics, as well as host information related to parasite and mite infestations, including relationships, and classification of class, order, family, genus, species, and subspecies information; Performs digital-born data transcription in Specify 7 (web-based version), working with accession and catalog records, completing and creating digital forms, creating and manipulating record sets and queries; Deciphers attribute information, abbreviations, and scientific data, translating it into narrative structures for dissemination to the Web; Looking forward to working more with taxon trees and learning more about nomenclature related to the life stages of various parasites, like tritonymphs and protonymphs; Performs specialized imaging, including handling delicate specimen slides of some vintage, including affixing tiny QR barcodes; Scanning barcoded specimen slides into database; Placing multiple slides on clear slide holder, and utilizing Epson scanner to image slides in batches for upload into Specify; Cropping and editing file images; Renaming files, and uploading into University of Michigan Google Drive to prepare for transcription

➤ **University of Michigan Residential College (College of LSA), Ann Arbor, MI, Jan 2020- Feb 2020 (due to illness and death of my Mother in June)**
Student Services Academic Assistant II

- I worked with the Administrative Department Manager and Director of Academic Services to support coordination of collaborative efforts of academic services utilizing archival and records management principles of arrangement and description; Utilized Student Administrative Provided assistance to diverse constituencies by supplying information according to University policy; Processed informational requests and born digital data asset management according to established University procedures by creating mini finding aids; Utilized problem-solving abilities in creating student exceptions in filling in information gaps in academic and University databases; Used oral and written skill to present information to staff and supervisors; Skill in working with various, specialized data programs and word processing software; Solved problems dealing with concrete and abstract variables, including gaps in information; Utilized archival research methods to source relevant information to complete transactional tasks; Customer service in responding to requests about the RC via email, phone, and in person; Worked independently to process informational requests, as well as a member of the academic team to present findings and research and source data to fulfill data reporting requests; Processed multiple, simultaneous transactions involving various databases in University systems, in conjunction with academic and advising staff; Worked with the Administrative Department Manager and Director of Academic Services to support coordination of collaborative efforts of academic services; Triaged with faculty and students to resolve issues; In the realm of Customer/Student Support/Communication, I created and maintained student records in multiple U-M systems and confidential student academic advising files, including transfer and term withdrawals, late drop/adds, and student field studies; Assisted in editing manuscript-type materials; Ability to work in a team environment and with multiple faculty members, each requiring different levels of support; Assisted and coordinated in the development of outlines, handouts, slides, graphs and other presentation materials As part of my data management responsibilities, I entered degree audit exceptions into M-Pathways and the Student Advising Software System; Transcribed and edited all internal and external correspondence utilizing advanced terminology; In terms of Administrative Support, I greeted visitors and guests, directing them to appropriate offices as needed. I answered phones, directed calls and took messages as needed; Provided support for the Director of Academic Services; Handled multiple assignments, met deadlines, and learned quickly; Partnered with a diverse group of students, faculty, advisors and staff to handle confidential materials and situations; Reasonable knowledge of University policies, rules, and administrative procedures relating to student affairs; Reasonable knowledge of student counseling and guidance practices; Showed initiative, the desire to identify opportunities for changes to processes, procedures and responsibilities, and a willingness to assume additional responsibilities; High proficiency with information technology applications including spreadsheets and word processing; Attention to detail and strong follow-through skills; Provided back-up administrative support

University of Michigan Research Center Museums

Invertebrate Paleontology, Museum of Paleontology, Ann Arbor, MI May 2017- Feb 2019

- **Museum Assistant Management Information Systems, College of LSA**
Utilizing archival experience and knowledge of professional lexicons to arrange and describe data for Paleontologists/Geologists like George Marion Ehlers, Alexander Winchell, Douglas Houghton, Lewis Kellum, and Robert Kesling
- Performed data extraction and cleaning for specimen catalog records; Assisted to create standardized electronic card catalog in Specify 6 (database version) to preserve the fossil record; Created own workflow and standardized vocabulary facilitate data management; Relied on for discretion and given authority over electronic catalog to construct naming and classification authorities; Imposed order on sometime disparate, incomplete, and ambiguous data by creating descriptive standards; Viewed data management as an evolving process in the use and creation of controlled vocabularies to express degrees of uncertainty and explain gaps in data; Performed original cataloging for paper and electronic collection cards, making professional judgments as to the placement of data and data for inclusion; Worked with Collection Manager to resolve and solve catalog discrepancies; Exercised professional judgment in the accessioning, processing, and correction of previously cataloged records; Provided suggestions to assist in scanning nitrate negatives

**University of Michigan, Department of Ecology and Evolutionary Biology
Herbarium, Ann Arbor, MI Jan – Dec 2016**

- **Data Entry/Imaging Specialist Research working with collection specimen cards on behalf of The Macrofungi Collection Consortium and for the NSF-funded project, "North American Lichens and Bryophytes - Sensitive Indicators of Environmental Quality and Change"**
Worked with Collection and Project Managers to resolve outstanding issues with collection card records from prominent botanists and mycologists including, but not limited to, Dow V. Baxter, A.H. Smith, C.H. Kauffman, and E.M. Mains
 - Exercised professional judgment in the accessioning, processing, and correction of previously cataloged records; Provided suggestions to assist in scanning nitrate negatives; Specialized in data entry in a web portal environment, with online publication of Herbarium catalog records; Transcription and editing of OCR-generated data in Symbiota; Researcher who specialized in determining and confirming locality and collector information for online publication; Exercised judgment in the entry of cataloging data, with respect to Exsiccatae records, standard collection records, and determination of placement of informational data; Entered descriptive and cataloging data for flora specimen cards, including collector and locality information; Performed basic translation of foreign language collection cards; Conducted fact-checking and basic research to verify collection information; Determined curation status for records; Exercised professional judgment in the accessioning, processing, and correction of previously cataloged records; Performed original cataloging for paper and electronic collection cards, making professional judgments as to the placement of data and data for inclusion; Used previous experience to judge which specimens need to be re-imaged; Relied upon to correct, interpret, and research to verify collection information; Worked with project team for the publication of electronic cataloging records and images on-line; Performed hands-on work with archival specimens, handling fragile objects and searching or pulling them from collection for analysis; Performed data clean up and corrections/ updates to existing catalog records; Worked with Collection Manager for coordination of information flow and to resolve outstanding issues with collection cards
- **Re-imaging and Data-Cleanup Specialist**
 - I worked with project team for the publication of electronic cataloging records and images on-line. I performed hands-on work with archival specimens, handling fragile objects and searching for and pulling them from collection for analysis. I performed original cataloging for paper and electronic collection cards, making professional judgments as to the placement of data and data for inclusion. I was relied upon to use previous experience to judge what specimens need to be re-imaged. I was also relied upon to correct, interpret, and research to verify collection information.
- **Electronic Imaging Technician**
Imaging and data professional working on The Great Lakes Invasive TCN Project
 - Imaging Professional specializing in photographing classic and modern Michigan flora specimens, specimen labels, and note; Conducted research and fact-finding to verify collection information; Utilized digital photo technology and computer software for the recording of cataloging data for publication online; Cataloged/ processed North American flora specimens, by assigning barcodes and entering specimen and locality information

ARCHIVAL/LIBRARY ADMINISTRATION:

IMLS/Charles Wright Museum, Wayne State University, Detroit, MI 48201, Jan-Aug 2008

- **Independent Contract Project Archivist**
 - Assisted to re-establish archival program; appraised new archival collections; Responsible for appropriate handling of historical records, documents and photographs i.e. original slave records from 1839 and 1850, real estate documents from 1885, correspondence from Booker T. Washington, A. Philip Randolph and George Washington Carver; Appraised and prepared reports evaluating informational value and research value for 15 collections; Cataloged and processed 10 major historical archival collections; Created records analysis and reports for 5 major historical collections; Ensured the longevity and accessibility of descriptive and administrative data in complex database by extracting information from historical collections and museum records; Arranged, described and preserved records, realia, media, photographic and manuscript collections; housed these items in archival-quality containers; Initiated/re-established donor contacts; Housed items in archival-quality containers; Treated sensitive materials in accordance with Museum policies; Created finding aids according to the professional standards Describing Archives: A Content Standard and Encoded Archival Description; Entered administrative and descriptive metadata into the Archivists' Toolkit; Ensured accessibility and longevity of records and archival collections; Redacted materials of a sensitive nature and ensured confidentiality

Wayne State University Wayne State University Archival Administration Program, Walter P. Reuther Library and Archives of Labor and Urban Affairs

➤ **Archival Intern, Jan- April 2003**

- Processed the International Jewelry Workers' Union Collection deposited by the Service Employees International Union; Processed a collection consisting of records of the Secretary-Treasurer's Office; Arranged and described financial, legal and administrative records pertaining to the operation of the Union; Applied best practices through the use of Library of Congress Subject and Name headings, DACS and creation of electronic finding aid; Re-housed archival records in order to preserve and make them available for public research; Ensured intellectual security of records by following proper procedures; Created finding aid in electronic format

➤ **Archival Intern, Jan- June 2002**

- Conducted and Supervised Oral History Interview with Korean War Veteran; Wrote proposal for oral history project describing my interview subject and topic; Designed and created interview questionnaire and release forms; Transcribed interview; Interview deposited with the Library of Congress' Veterans' Oral History Project

Livonia Public Library, 32777 Five Mile Road, Livonia, MI 48154, Sept 1994 - Sept 2012

➤ **Assistant to Head Adult Services Librarian**

- Transcribed copy for Livonia Lore and History Project; Participated in preparing library public programs; pulled volumes for Inter-Library loan; Shelled books and organized library materials; Provided full range of services to patrons

EDUCATION

WAYNE STATE UNIVERSITY MAGNA CUM LAUDE, 3.7 GPA

- **Master of Arts, with a Major in History**
"The Quest for a New International Order: a Historiography of Woodrow Wilson at the Paris Peace Conference"
- **Master Certificate in Archival Administration Collections**
 - Performed surveys and wrote assessments of The Katherine Ellickson and The Organization of Labor Union Women Collections to analyze arrangement scheme, descriptive terminology, and record types for the determination of evidential and historical values
- **Selected Projects**
 - Graduate research conducted at the Reuther Library on the role of women in labor union organization and production during the 1930s and World War Two and the subsequent reconversion process to peacetime production; Seminar in Modern American History/North American Labor History; Paper, "The Cultural Front, World War Two, Women and Labor in Detroit"
- **Bachelor of Arts, with a Major in History, Magna Cum Laude**
"Glory, Gain and Conquest: the German Annexation of Austria"

CREATIVE WORKS AND PUBLICATIONS

- Paragraph published in Open Entry, Newsletter of the MAA, Spring, 2007; Published article in MOHA newsletter Summer 2007 "A Korean Veteran's Oral History: A Labor of Love"; Published article in Open Entry, Newsletter of the MAA, Fall, 2007 "The Oral Interview as a Tool for Historians and Archivists"; "The Charles H. Wright Museum of African-American History" article published in the Lone Arrangers Newsletter, Summer 2009

PROFESSIONAL PRESENTATIONS

- Presented suggestions at 2007 MAA conference breakout session "Update on the Harvey Challenge"; Attended MAA meetings 2006, 2007 and Detroit Local History Conference, 2007

ARCHIVAL TECHNICAL SKILLS:

Working with specialized software, for the cataloging of records online; Understanding of controlled vocabularies, data standards and consistency in managing data entry; Research and complete subject matter and other rich description fields where possible; Data transcription from digital images; Data transcription analyzing both hand-written labels and printed text in multiple languages; Reviews and categorizes information before entering it into appropriate database fields; Works with 19th and 20th century documents; Deciphers many styles of handwriting; Use of optical character recognition software used in conjunction with manual data entry; Discernment of information for cataloging purposes;

ARCHIVAL TECHNICAL SKILLS (con't):

Creating electronic records in online records management systems; Creating / modifying data in content management systems; Specializes in data entry in content-management system; Developed original records arrangement and description schemes by identifying series and file groups within collections according to subject and chronological span; Accessioned, appraised and disposed of records, photographs and three-dimensional objects by assigning accession numbers and performing surveys of items by listing provenance, subject matter, acquisition type, collection condition, collection size, retention and disposition rules, donor information and processing plan; Processed collections by performing initial assessment and developing accessioning report and processing plans; Developing basic preservation and conservation guidelines for items, manuscripts and photographs by assessing condition and recommending proper care and storage requirements; Proficient with the Archivists' Toolkit; Library of Congress Subject and Name Authorities, DACS rules; Adobe Photoshop 6.

HUMAN RESOURCES INFORMATION MANAGEMENT SPECIALIST:

Bosal Industries, 1476 Seaver Way, Ypsilanti, MI 48197, July 2014-May 2015

➤ Human Resources Administrator/Employee Ambassador/Customer Service Rep

- Utilizing my varied skills and experience in data management, I brought to bear my education and real-world project experience from Eastern Michigan University in supporting business activities through an understanding of data processes, utilizing functional analysis to craft effective employee communications. Using my facility in records management, I completed HR administrative tasks through my understanding of primary and secondary values of documentation, and how it is used in completing process-oriented and transactional tasks. Through my combined liberal arts and business communication expertise, I exercised judgment and reasoning through analysis of different types of information to understand different viewpoints and present recommendations in favor of a course of action. Practically, I utilized my research abilities in policy development and implementation. I specialized in HR research utilizing and preparing moderately complex data for presentation to upper-management, including taking the initiative to assist the then-HR Manager in developing a training presentation. In fulfilling the organizational goals of the company, I was in charge of customer service, with emphases on issue resolution, coordination of personnel requests, and data management for the provision of key information to internal and external stakeholders. I gained experience in working with diverse populations, and served as liaison between company staff and employees with an emphasis on setting shifting priorities and working with concurrent deadlines. As FMLA Administrator, I facilitated the completion of transactional tasks, by developing an original system of correspondence and tracking mechanisms for Bosal Industries that had never been used before to document employee transactions. I provided administrative support, with respect to labor relations, given my experience in documenting labor disputes via electronic and verbal communication, and facilitating resolution of the same. I have experience in performing higher-level duties involving Union-management relations, including responding to, sourcing information, and clarifying company policy, with respect to labor and attendance disputes. I was relied upon to fulfill data reporting requests, as well as developing and implementing process improvements to streamline workflows with an emphasis on proactive problem solving, with respect to the dissemination of information.

Ghafari Associates, 17101 Michigan Ave, Dearborn, MI 48126, June 2012-Sept 2012

➤ Human Resources Administrator/Records Steward and Custodian

- Demonstrated successful ability to organize and prioritize work to ensure timely deadlines by processing paperwork in accordance with company policy; Utilized Epicor iVantage HRIS database to track, maintain, and update employee records; Utilizing my experience in data management, I created and proposed a data management system to HR manager; Developed an updated system for the maintenance of employee records; Performed audits; Recommended solutions for institution issues relating to assigned program or section area; Utilized database to track, maintain, and update records; Acted as internal consultant by analyzing and recommending solutions for institution issues relating to assigned program or section area; Developed multiple databases to audit employee and executive records for accuracy and completeness; Implemented suggestions for process improvements; Creation of files; Scanned employee documentation into confidential HR databases; My role expanded, as I acted as internal consultant by analyzing and recommending solutions for institution issues relating to assigned program or section area, and developed multiple databases to audit employee and executive records for accuracy, completeness, and to ensure compliance with policies and procedures.

EDUCATION:

EASTERN MICHIGAN UNIVERSITY MULTIPLE FELLOWSHIP RECIPIENT, 3.9 GPA

- Certificate, M. A. level Master in Human Resource Management and Organizational Development

SPECIAL PROJECTS BY SUBJECT:

"Helping Employees Deal with Work-Life Balance Issues and Professional Development Opportunities: Employee Assistance Program Intervention"; "Improving Equity and Job performance Among Mechanics: Using Performance Appraisal and Professional Development to Gain Competitive Advantage"; OD Intervention: Application of Theory and Design in Process Consultation & Team-Building; "Application of Whole-Scale™ Change "; Book review of "The Rise and Fall of the Great Powers" by Paul Kennedy; Analysis and application of OD principles; Detailed Training Plan for Training Program Simulation (workplace communication & etiquette for successful business practice); "Improving and Implementing New Auditing Practices at Engineered Genomics"; "Suggestions and tips for improving our company's employee development plan (Memorandum)"; A Study of Organizational Behavior and its Application in Popular Culture; The Zinnia (Collective Bargaining Simulation); The Heartland (National Labor Relations Board Case Study); Designed custom techno-structural intervention of process consultation, team-building, and culture change based on organizational re-engineering

ADDITIONAL SKILLS:

Developed employee assistance program, including child-care program; Developed curriculum and wrote training plan; Project review in which I developed a scenario that involved the creation of an international HR company and an initiative to re-vamp the HR department, complete with procedures and recommendations for action; Developed business proposal, based on the creation of letters outlining problems and issues in the workplace; Wrote letter and outlined actions for the evaluation and re-development of a performance appraisal project; Created departmental communications re: employee development program; Re-wrote union contract language; Developed extensive plans for employee development, including job enrichment and job rotation schedules for the employees; Worked with a local client to assess ways in which organizational function could be improved, as part of a planned change initiative; Analyzed diagnostic data to confirm organizational diagnosis, based on the general model of planned change and open-systems model; Team and client contracts; Case studies

LEARNING, TRAINING, AND DEVELOPMENT:

Created survey questions for training needs analysis; Created TNA; Developed and wrote detailed training plan, including learning objectives, program analysis; Administered TNA to class and outside participants; Helped analyze and reach conclusions as to specific training and non-training needs; Prepared extensive reference list, obtained through exhaustive research and vetting of sources; Developed instructional methods and analysis; Helped develop team-training minutes; Developed resource list; Helped conduct training seminar; Analysis and critique of our training program; Contributed material to written draft of team contract, in which individual responsibilities, team goals, work roles, and goals of the training program were enumerated; Acted as Specialist and Subject Matter Liaison and assisted in enriching engaged learning, through background and experience in developing an original training plan, utilizing extensive research experience in sourcing reference materials and their relevance to project

ORGANIZATIONAL DEVELOPMENT AND CHANGE:

With team, attended client meeting to discuss organizational restructuring; Contributed material to and developed client contract and wrote contract language; Conducted organizational analysis, including organization charts, culture; Designed, developed, and contributed material to client interview questionnaire; Contributed suggestions for design of new organization structure, including organization chart; Analyzed client goals, task structure, group composition, team functioning, and performance norms; Conducted output analysis of interaction of group-level components; Conducted interviews with members of client organization to gather diagnostic data for organizational issues; Analyzed diagnostic data to confirm organizational diagnosis, based on general model of planned change and open-systems model; Worked with human process intervention, large-scale and whole-scale change; Designed custom techno-structural intervention of process consultation, team-building, and culture change based on organizational re-engineering; Process-consultation intervention based on group processes, communications, functional roles of group members, problem-solving/ decision-making, group norms; Designed Power Point presentation for team-building activity; Co-created client presentation re: organization culture and new organization design; Presented findings

COMPUTER SKILLS AND PROFESSIONAL DEVELOPMENT:

New Horizons Computer Learning Centers, 2014 – 2015: New Horizons Computer Learning Centers, 2014 - 2015

- Microsoft Office Certification/Suite in Windows 7, Project Management, Organization Skills and Presentations. Also experienced in using Mac OS, self-taught in Microsoft Office for Mac (Word, Excel, Power Point); Working knowledge of Photoshop CS6; Experience with photographic software, Nikon and Cannon electronic cameras, and Epson scanners

PROFESSIONAL PORTFOLIO AVAILABLE UPON REQUEST