

### WORK EXPERIENCE

**University of Missouri Kansas City** Fall 2018 Kansas City, MO

Graduate Assistant - Grader

- Graded undergraduate essays, giving feedback for 40+ students per assignment

**National WWI Museum & Memorial** Aug 2016-Aug 2018 Kansas City, MO

Individual Giving Specialist

- Created member benefits to promote membership acquisition and retention
- Acted as staff liaison for the young professionals group, The Modernists, and liaison for the 25-person Mod Council governing body
- Oversaw planning, marketing, budgeting, and execution of *The Modern Gala*, an annual fundraising gala for over 300 guests
- Administered the 10,000-strong Walk of Honor commemorative brick program including implementation of a new system to locate bricks onsite
- Produced biannual Walk of Honor dedication ceremonies attended by 300+
- Mentored and supervised Development department interns
- Directed, wrote, and coordinated 3 direct mail annual fund campaigns per year

**Museum at Prairiefire** April 2015-Aug 2016 Overland Park, KS

Education Coordinator, Field Trips and Programs

- Monitored budget, staffing, and prep for bimonthly *Science Happy Hour* events
- Processed reservations, communicated with teachers, managed payments, and provided on-site support for field trip and group bookings
- Designed programs like *Fossils at Your Fingertips*, a hands-on artifact activity
- Led 4-day paleontology course and 2-day field camp to Wilson Lake, KS
- Researched, wrote, and implemented K-12 and adult educational exhibit tours

**Greenlease Library, Rockhurst University** Fall 2015 Kansas City, MO

Archives Intern

- Processed and imposed an intellectual order on a collection of legacy files
- Utilized ArchiveSpace software to create a finding aid for the collection
- Curated a visual library display using archives materials

**National WWI Museum & Memorial** Spring 2015 Kansas City, MO

Education Intern

- Assisted with the creation of *Lessons of Liberty*, an experiential learning program
- Developed a 2-hour tour with adaptations for school and adult guests
- Participated in educational *Hands on History* artifact work with museum patrons

**Campus Life & Leadership, MCC-Longview** 2012-2013 Lee's Summit, MO

Student Activities Assistant

**Hickman Mills Community Christian Church** 2009-2012 Kansas City, MO

Office Manager

### EDUCATION

**University of Missouri Kansas City**

In progress, GPA 4.0

Master of Arts in History – 2020

**Rockhurst University**

*Summa cum laude*, GPA 4.0

Bachelor of Arts in History – 2015

**MCC-Longview**

High honors, GPA 4.0

Associate of Arts – 2013

### TECH SKILLS

**Skillcrush.com Certification**

in Digital Marketing – 2019

Wordpress, SEO, Facebook Ads,

Google Analytics, Adobe CC

### RESEARCH

**MA Thesis** (in progress) on the

history of trilobite research in 19th

century America – 2020

**The Outlaw Antiquarian: Richard Verstegan's Seventeenth Century Statement on English Origins**

Presented at Midwest Junto for

the History of Science – 2019

**Paracelsianism and the Theoretical Foundation of Chemical Medicine**

Presented at Missouri Conference

on History – 2016

Published in *History Matters: An*

*Undergraduate Journal of*

*Historical Research* – 2015

### VOLUNTEER

**Vice President of Membership - Executive Board**

Friends of Rockhurst University

Library – June 2017 to present