

# COLLEEN CARTER

## ABOUT

I am your Swiss Army Knife. I have over sixteen years of experience in numerous fast-paced positions with high-performance outcomes. I excel in planning, executing, and navigating diverse relationships to produce products and experiences that create lasting memories. As a Type A extrovert, I thrive in team-oriented work environments where creativity, trust and passion guide our work.

## PROFESSIONAL SKILLS

- Database experience: Symbiota, Arctos, KE EMu, Argus
- Natural History Collections Management
- Collections Digitization
- Museum Registration
- Integrated Pest Management
- Volunteer/Intern Management
- VIP Coordination
- Event Planning (In-person and virtual)
- Social Media Promotion
- Informal Public Education and Outreach
- Employee Engagement
- Emergency Preparedness
- Project Management
- Microsoft Office (Word, Excel, Powerpoint, Outlook, and Teams)
- Canva for marketing and social media
- Air Table Management
- Career Plug HR Management
- Docusign Document Management
- Google Drive File Management
- Zoom Meeting and Webinar Host
- Confluence
- Assana
- Slack

## PERSONAL SKILLS

- Proactive communication style and problem-solver
- Excited extrovert
- Reliable and professional
- Appropriately independent
- Highly organized
- Strong time management skills
- Team player
- Fast learner
- Genuine interest in others

## CONTACT

Phone: +1 (303) 521-6494

Email: [colleen.r.carter@gmail.com](mailto:colleen.r.carter@gmail.com)

Web: [www.museumgeek.net](http://www.museumgeek.net)  
[linkedin.com/in/colleencarter](https://www.linkedin.com/in/colleencarter)

## WORK EXPERIENCE

### LOCAL CONFERENCE COORDINATOR (CONTRACT)

American Alliance of Museums | August 2022 - Present (Term position)

- Coordinate local needs for a 3000+ attendee annual meeting
- Oversee and execute logistics for 6 evening events, 9 workshops, 5 tours
- Assist in supporting General, Keynote and Concurrent session needs
- Coordinate communication, calendars and needs for local host team of 60+ Denver museum community members in planning
- Support Fundraising needs and goals
- Seek and hire vendors (catering, entertainment, accessibility, transportation)
- Assist in selecting Volunteer Coordinator and supporting once active

### INVERTEBRATE COLLECTIONS ASSISTANT

Denver Museum of Nature & Science | April 2020 - Present (Term position)

- Ensure proper taxonomic storage, documentation, database management, and accessibility of Conchology and Arachnology research collections
- Post-Covid volunteer onboarding and supervision
- Assist in supporting visiting researchers (in-person and virtual)
- Symbiota (SCAN) and Arctos Database Administrator
- Incoming/Outgoing Loan Processing
- Micro-Mollusk Digitization/Imaging- SEM and Photoshop
- Donor Relations and Donation Processing
- Support outreach activities as needed

### HUMAN RESOURCES ASSISTANT

Roto | May 2020 - August 2020 (Contract)

- Recruit, screen, and evaluate candidates to fill open Project Manager position.

### ASSISTANT COLLECTIONS MANAGER (EDUCATION, SPACE SCIENCE AND HEALTH SCIENCE)

Denver Museum of Nature & Science | January 2007 - October 2020

- Led team providing access and use of collections for 4,000+ programs/events and 1 million+ visitors annually (Anthropology, Earth Science, Human Health, Space Science, and Zoology collections)
- Identify risks, develop and implement strategies to achieve department objectives while balancing conflicting priorities within budget and operational constraints
- Ke EMu Database administrator
- Plan, support and execute events and exhibit activities for a diverse community of visitors, members, and donors on an annual, quarterly, and ad-hoc basis
- Assist and/or supervise 3 major collections moves (10,000-30,000 specimens) with little to no disruption to collections access
- Establish needs, interview, onboard, review, and mentor employees, interns, and volunteers
- Employee Engagement Communications Team Lead
- Organize and coordinate all daily scheduling needs
- Led daily tasks for 30-60+ volunteers
- Represent and market the museum in official media requests ranging from research and print, to live broadcast requests

