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

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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.

WORK EXPERIENCE

LOCAL CONFERENCE CORRDINATOR (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 adhoc 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

CURRENT PROJECT

MUSEUMEXPERT.ORG-

- Part of a team to launch this no-cost platform beginning in the midst of COVID to both connect unemployed/underemployed museum professionals with employers, as well as provide opportunities for networking and coaching.
- Zoom Webinar/Meeting Organization, Management, and Live Host
- Partner Relations
- Advisory Team
- LinkedIn: <u>MuseumExpert.org</u>
- Please see YouTube: <u>MuseumExpert.org</u> for webinar portfolio.

STUDENT EXPERIENCES

- Grant Writer- Historic Denver Sacred Landmarks: wrote and won general operating expenses grant from Anschutz Family Foundation.
- Exhibit Consultant- Four Mile Historic Park: Exploring audio guide options for this open-air historic house and farm.
- Intern Denver Museum of Nature & Science Education Collections

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INTERIM REGISTRAR

Denver Museum of Nature & Science | October 2018-March 2019, Q4 2016

• Manage overall institutional documentation in relation to accession, deaccession, internal/external loans, exhibits, and year-end data.

CONSERVATION ASSISTANT

Denver Museum of Nature & Science | December 2016-December 2019

- Plan and execute divisional emergency preparedness and integrated pest management (IPM) plan.
- Led newly formed interdepartmental Pest Management Team.

ARCHIVES ASSISTANT

Denver Museum of Nature & Science | January 2014-January 2015

- Select material for archival accession (catalog and storage).
- See completion of final move of collections to the newly built facility.

HIGHLIGHTED PROJECTS

- MuseumExpert.org: Part of a team of 20 who launched this no-cost to the user platform beginning in the midst of COVID. See sidebar for more information.
- <u>Girls & Science</u> 2014-2020 (annually)-Led collections team providing access, specimen selection, and facilitating use on 30,000 objects/specimens. Market and represent the event in live, recorded, and print media (See Website or LinkedIn for examples). Event attendance 7,000-12,000 visitors in a single day.
- <u>Integrated Pest Management Lecturer</u>, University of Denver (February 2020) Speak to undergraduates about common pests found in museums and the challenges of creating a museum-wide pest plan for a large institution.

CERTIFICATION AND CONTINUING EDUCATION

- Mini-Med School University of Colorado
- Poisons in Collections SPNHC
- Volunteer Interview Skills Seminar DMNS
- Connecting With The Teenage Brain DMNS
- Public Relations Foundations LinkedIn Learning
- Non-Profit Management Foundations LinkedIn Learning
- Human Resources Foundations LinkedIn Learning
- Recruiting Foundations LinkedIn Learning
- Uncovering Unconscious Bias in Recruiting and Interviewing LinkedIn Learning

EDUCATION

INTEGRATED LIBERAL ARTS FOR MUSEUM STUDIES, BA (INDIVIDUALIZED DEGREE PROGRAM)

Metropolitan State University of Denver | 2003-2006 | summa cum laude

- Create and acquire university board approval for a degree that meets state and institutional standards in pursuing an educational path not supported by existing university degree programs.
- Course work: Anthropology, Archaeology, History, Historic Preservation, Non-Profit and Business Administration, Grant-writing, Early Childhood Reading, Gifted and Talented Education.