

M Clark they/them

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Personal Statement

I am a passionate information professional with interest in the digitization practices and needs of archives and specialized libraries. With my work, I hope to incorporate the most relevant technologies to ensure archives are kept relevant and widely accessible.

I am currently the Assistant Archivist for the William Morris Archive. I will graduate from the University of Iowa with a degree in English & Creative Writing in Spring 2023 and am currently working towards my Masters in Library and Information Science at the University of Iowa.

Education

University of Iowa - Class of 2024

IOWA CITY, IA

Masters, Library & Information Science

Special Collections Certificate

Undergraduate to Graduate (U2G) Program

Member, Library & Information Science Student Org (LISSO)

University of Iowa - Class of 2023

IOWA CITY, IA

Bachelors, English & Creative Writing

Writing Certificate

Dean's List Fall 2019, Spring 2020, Fall 2022

Member, Alpha Tau Iota National English Honors Society

Ambassador, Department of English

Member, CLAS Commencement Speaker Committee

Fellow, Iowa Center for Undergraduate Research (ICRU)

Shawnee Mission South High School - Class of 2019

OVERLAND PARK, KS

GPA: 3.60

Member, National Honors Society

Member, Quill & Scroll, National Publications Honors Society

Experience

William Morris Archive / Assistant Archivist

JANUARY 2022 - PRESENT / IOWA CITY, IA

Aids Project Manager and Director in archive site management and on active projects and digital exhibit curation. Additionally manages digital acquisitions from relevant or related institutions and researchers. Actively working to improve site searchability and user accessibility. Responsible for the creation of the archive's site map and the featured exhibits "Map of Morris Manuscripts" and "Marginal Illuminations and Illustrations". Works 35+ weekly hours within the archive's digital repository. Have been awarded two ICRU research grants for the continuation of project-specific work for this archive.

See [MorrisArchive.Lib.Uiowa.Edu](https://morrisarchive.lib.uiowa.edu)

Graphic Design Production Studio, School of Art & Art History / Monitor

AUGUST 2022 - PRESENT / UNIVERSITY OF IOWA, IOWA CITY, IA

Manages influx of student and instructor printing needs. Responsible for the organization of digitally submitted works and delivery of high-quality prints. Trained to operate high-efficiency printers, scanners, and other related machinery including Epson SureColor P600, P7000, and P9000 high-efficiency printers, Epson V19 scanners, Ricoh Ri100 direct-to-garment printers, and Glowforge laser printers. Serves as a resource and aid to a studio seating an average of 20 prospective art students or instructors.

Dean's Office, College of Liberal Arts & Sciences / Administrative Assistant

AUGUST 2022 - NOVEMBER 2022 / UNIVERSITY OF IOWA, IOWA CITY, IA

Served as assistant to the Administrative Services team. Responsible for the cultivation of an efficient workspace and anticipation and fulfillment of departmental staff needs. Organized and managed sensitive data input and was responsible for the retrieval and delivery of such information. Was solely responsible for the digitization and organization of office files. Was responsible for daily management of the office's administrative team email, demonstrating mastery of written communication and the ability to ensure time-sensitive correspondence.

Iowa Youth Writing Project / Programming Intern, Site Coordinator

AUGUST 2020 - DECEMBER 2021 / IOWA CITY, IA

Created asynchronous online lessons for K-12 students interested in the many genres of creative writing. The average annual enrollment in an IWYP digital classroom, outside of special projects, ranges from 70-100+ K-12 students. Was on the team of site coordinators responsible for digital classroom instruction of Iowa City Community School District students involved in Hancher Auditorium's Wellspring Exhibition. As part of that exhibition, instructed synchronous Zoom classrooms of an average of 30 third-grade students across the ICCSD twice weekly for a span of four weeks.

Technical Skills

Omeka / HTML, CSS / Adobe Acrobat, InDesign, Illustrator, Photoshop /

MS Office / G Suite / ArcGis Story Maps / Graphic Design / Management of Digital Collections /

Digital Exhibit Curation / Project Management / Digitization

Awards

Iowa Center for Research by Undergraduates / Fellow

SUMMER 2022, FALL 2022

Awarded two fellowships to fund work done as Researcher for the William Morris Archive.

Relevant

Coursework

University of Iowa

CLSA:2127 Global Manuscript Cultures

SLIS:5010 Libraries, Cultures, Society

SLIS:5020 Foundations of Computing

SLIS:5030 Information Organization

SLIS:5630 Intro to Special Collections