

MELISSA KOCELKO

Anthropologist / Curator / Researcher

ABOUT ME

Recent graduate with a background in archival, anthropological, and historical research who is passionate about working in the preservation field. Dedicated to work as a steward for tangible and intangible heritage with an educational background in THPO, SHPO, and other tribal, local, and federal policies. Experience in capturing original research through surveys, participant observation, semi-structured interviews, and archival research.

EXPERIENCE

CULTURAL RESOURCES OUTREACH INTERN

Everglades National Park - National Park Service | Present | Paid Internship

- Create social media posts to promote the Everglades National Park, its cultural resources and museum collection
- Conduct research and highlight lesser-known stories about African Americans, Hispanic Americans, and Native Americans in the Everglades

CURATORIAL INTERN

Elmhurst Art Museum | Sep 2020 - Dec 2020 | Paid Internship

- Help with preparing checklists of objects and labels for exhibitions
- Provide documents and research assistance for exhibitions
- Reach out to community partners for future collaborations
- Set up video, audio, and lighting for interviews and edited the footage for online programs

MEDIA ASSISTANT

Veteran's Legacy Project - University of Denver | Mar 2019 - Jun 2020 | Part-time

- Scheduled meetings, took, and shared meeting minutes with all those involved
- Edited the interview footage to create life histories of the veterans discussed
- Created the annual social media calendar with sections divided by quarters, post themes, and social media platforms
- Drafted and published original posts for various social media platforms

ADMINISTRATIVE ASSISTANT

University of Denver History Department | Oct 2018 - Jun 2020 | Part-time

- Answered phone calls, greeted guests, and sorted mail
- Assisted professors with their research and transcribed their interviews
- Copied, scanned, and sorted departmental documents and records

CONTACT

✉ kocelkomelissa@gmail.com

🏠 Homestead, FL

EDUCATION

MASTER OF ARTS:

ANTHROPOLOGY

Concentration: Museum and Heritage Studies

2020

University of Denver
Denver, CO

BACHELOR OF ARTS:

ANTHROPOLOGY

2013

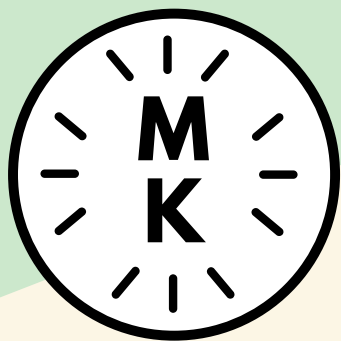
University of Illinois at Chicago
Chicago, IL

BACHELOR OF ARTS:

HISTORY

2013

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EXPERIENCE CONTINUED

COLLECTIONS INVENTORY INTERN

History Colorado | Jul 2019 - Sep 2019 | Unpaid Internship

- Photographed, measured, and updated 2,600 object records; over 900 objects more than originally projected for the internship
- Cleaned the museum's database system by removing inaccurate records, updating, and confirming object dimensions and locations
- Made new boxes and rehoused objects as needed to ensure the proper handling and storage of objects

INFORMATION PLANNING AND DATA ADMINISTRATOR

Chicago Children's Museum | Jul 2018 - Aug 2018 | Full-time

- Analyzed and presented the attendance and revenue numbers for the entire organization biweekly, monthly, quarterly, and yearly
- Initiated the systemwide data clean-up that led to the removal of 10,000 inactive and duplicate records
- Piloted the creation of a member-only program that provided additional membership benefits and served as a test program for future programs
- Developed complex ad-hoc queries to examine admission sales, field trip sales, discount usage, and attendance

MANAGER OF GUEST AND MEMBER OPERATIONS

Chicago Children's Museum | Apr 2015 - Jun 2018 | Full-time

- Created manuals and best practices for data entry, operations, staffing, and customer service
- Developed and balanced the annual employee and operational budgets
- Managed the front of house and back of house operations for the department from scheduling staff, organizing meetings, and serving as a project manager
- Hired, trained, and managed a team of 10 with both part-time and full-time staff
- Worked as a project manager on projects managing timelines and final products

VOLUNTEER EXPERIENCE

Associate Board Member Chinese American Museum of Chicago | Oct 2020 - Present

Collections Volunteer | Lombard Historical Society | Aug 2020 - Dec 2020

Board Member and Volunteer Coordinator | 50/50 Bookstore | Apr 2019 - Apr 2020

Volunteer | NAGPRA Community of Practice | Mar 2019 - Jun 2019

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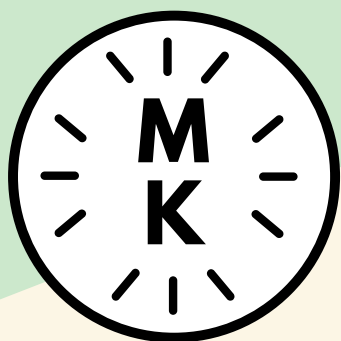
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BACHELOR OF ARTS: ANTHROPOLOGY

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University of Illinois at Chicago
Chicago, IL

BACHELOR OF ARTS: HISTORY

2013

University of Illinois at Chicago
Chicago, IL

COMPUTER SKILLS

Adobe Photoshop

Adobe Premiere Pro

Adobe Premiere Rush

Altru

Argus

Canva

G-Suites

Microsoft Office Suite

Nvivo12

PastPerfect

Raiser's Edge

The Museum System (TMS)

RELEVANT COURSEWORK

GRADUATE LEVEL

Advanced Anthropology

Anthropological Theory/Context

Applied Heritage Management

Cultural Narratives

Ethnographic Writing

Museum Anthropology

Museum Exhibit Development

Native American Resistance

Native North America

Research Methods in Anthropology

The Archaeology of Gender

Theoretical Writing

CERTIFICATION AND TRAINING

Study Design - Survey Research | Collaborative Institutional Training Initiative (CITI) Program | Apr 2019 - Apr 2023

Study Design - Subject who are Socially and Economically Disadvantaged | Collaborative Institutional Training Initiative (CITI) Program | Apr 2019 - Apr 2023

Study Design - Community Engagement | Collaborative Institutional Training Initiative (CITI) Program | May 2019 - May 2023

Study Design - Older Adults | Collaborative Institutional Training Initiative (CITI) Program | May 2019 - May 2023

Certification of International Cultural Heritage Management | Society for American Archaeology | Sep 2019 - No Expiration

RESEARCH AWARDS AND GRANTS

Grant Reviewer | Graduate Students of the Four Faculties | Apr 2019 - Mar 2020

Department of Anthropology Research Award | University of Denver Anthropology Department | May 2019 - Mar 2020

REFERENCES

Available upon request