

MICHELLE SCHWARTZ

michelle@koenig-schwartz.com

<http://www.michelle.koenig-schwartz.com/>

EDUCATION

Long Island University, Palmer School, New York, NY

Master of Library and Information Science, September 2006

- Certificate in Archives and Records Management

New York University, College of Arts and Sciences, New York, NY

Bachelor of Arts, May 2004

- Major: Art History

HONORS

- 2011, Curator, "International Women's Day: Toronto Women and the Struggle for Equality," First Annual Juried Exhibition Series, Canadian Lesbian & Gay Archives.
- 2009, Fredric M. Miller Finding Aid Award
- 2004-2006, Graduate Academic Award
- 2000-2004, Lewis Rudin Honors Scholarship

PROFESSIONAL EXPERIENCE

Ryerson University, Learning & Teaching Office, Toronto, Ontario

Online Resource Developer, November 2009 – present

- Maintain and update the LTO website, design and develop new electronic resources.
- Provide reference and research services for faculty.
- Compile literature reviews and data for office research projects.
- Perform collection development for office library.
- Serve on the Effective Teaching With Technology and Information Literacy Senate Learning and Teaching sub-committees and the Library Teaching Committee.
- Assist in the development and delivery of Web 2.0, Social Media and Information Literacy workshops aimed at faculty, teaching assistants and graduate students.
- Assist in the planning, promotion, and daily operations of numerous university-wide programs, including the annual faculty conference and the New Faculty Orientation.
- Design and produce a monthly electronic newsletter promoting office programs and highlighting timely topics in learning and teaching. Issues of *Best Practices* can be viewed at <http://www.ryerson.ca/lt/resources/highlights/>
- Research and compile monthly electronic digest of recent research in higher education. Issues of *The Monthly Digest* can be viewed at <http://www.ryerson.ca/lt/resources/monthlydigest/>

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TripAdvisor LLC

Writer, Fact-checker, Editor, Web-Classifier, August 2007 – January 2011

- Researched, fact-checked, edited, and compiled site content for use in TripAdvisor publications, wrote copy for travel guides and live site. Examples can be viewed at <http://www.michelle.koenig-schwartz.com/writing.html#Professional>
- Supervised fact-checking staff, scheduled projects, and delegated tasks in order to meet seasonal deadlines.
- Corresponded with business and property owners regarding their listings on the site. Addressed their questions and concerns. Classified, created, and edited listings based on verified information.

New York Public Library, Manuscripts and Archives Division, New York, NY

Library Technical Assistant, July 2006 – July 2007

- Assisted in the reorganization, rehousing, and routine preservation of the organizational records of the 1939/40 New York World's Fair.
- Prepared data to be used in the collection finding aid and inventories, participated in the drafting of collection scope notes.
- The collection finding aid won the Fredric M. Miller Finding Aid Award from the Mid-Atlantic Regional Archives Conference. A copy is available here: <http://www.michelle.koenig-schwartz.com/media/nywf39fa.pdf>

Whitney Museum of American Art, Frances Mulhall Achilles Library, New York, NY

Intern, September 2005 – March 2006

- Rehoused and reorganized Whitney exhibition archive and a large collection of newspaper clippings.
- Performed routine preservation tasks on a fragile and highly acidic collection of documents.
- Prepared finding aid to facilitate access to the exhibition archive.
- Assisted in the daily operations of the library, answered reference questions, and performed database and catalog searches for curators and staff.

New York Public Library, George Arents Collection, New York, NY

Intern, May 2004 – May 2005

- Assisted curator in the reorganization of the rare books collection.
- Edited MARC catalog records.
- Created archival quality methods to facilitate the addition of barcodes and labels to rare or fragile materials.

New York University, Avery Fisher Center, Bobst Library, New York, NY

Assistant Media Clerk, May 2001 – August 2004

- Answered reference questions and instructed patrons on the use of the collection, library resources, and equipment.
- Prepared new material to be added into the collection.
- Tracked inventory and resource media usage using circulation software.

VOLUNTEER WORK

Canadian Lesbian & Gay Archives, Toronto, Ontario

Archivist, November 2009 – present

- Arrange and describe new accessions.

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- Curate gallery show for juried exhibition series.
- Lead visitors on architectural and historical tours of the building.
- Serve as volunteer coordinator for major fundraising event.
- Design and develop online exhibitions showcasing the archive's collections.

Shameless Magazine, Toronto, Ontario

Writer, October 2008 – present

- Contribute articles and reviews for publication in *Shameless Magazine*.
- Write concise and entertaining posts aimed at informing and engaging young women interested in feminism and critical thinking. Posting archive can be viewed at <http://www.shamelessmag.com/blog/profile/32/>

CONFERENCE PRESENTATIONS AND PAPERS

- Kinder, D., Foxe, J.P., Schwartz, M. "Information Literacy: Essential Skills for 21st Century Learning." Presentation accepted to the Ryerson Faculty Conference. May, 2011.
- Crompton, C., Schwartz, M. "What She Said: Recovering Women's Contributions to the Canadian Lesbian and Gay Archives." Paper accepted to the Women in the Archive Conference, Women Writers Project, Brown University. April, 2011.

SERVICE

- Conference Proposal Review, Ryerson Faculty Conference, 2011
- Conference Proposal Review, Educational Developers Caucus, 2011
- Volunteer, Society for Teaching and Learning in Higher Education Conference, 2010

RESEARCH PROJECTS

- Co-Director, *Lesbian & Gay Liberation in Canada: A Selected Annotated Chronology 1964-1975: Online Research Database & Community Resource*

ADDITIONAL TRAINING & SKILLS

- Comfortable with both Windows and Mac platforms and Microsoft Office.
- Trained in web design, CSS, HTML, XML (TEI), CMS platforms (Wordpress, Omeka, Serena Collage), and MySQL.
- Experience using Filemaker Pro, InMagic, and other library cataloging and archival software.
- Familiar with various web analytics programs, including WebTrends, Google Analytics, and Piwik
- Skilled at utilizing social networking and Web 2.0 technology such as wikis, Twitter, Delicious, Zotero, Flickr, Google Maps and various blogging platforms.
- Experience with desktop publishing and graphic design programs, like Adobe InDesign and Acrobat
- Knowledge of digital photography, scanning, and photo editing programs, including Adobe Photoshop. Basic knowledge of audio and video editing software, including Final Cut Pro, Garageband and iMovie.