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| Katrina ZarelliMurfreesboro, TN (754) 214-9326katrinazarelli@gmail.com[www.linkedin.com/in/katrinazarelli](http://www.linkedin.com/in/katrinazarelli)  |

# Experience

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| Graduate research assistantmiddle tennessee state university*2024 – 2025: Archive Assitant at the Albert Gore Research Center* * Assisting in the organization and metadata collection of Senator Bill Frist’s collection.
* Preparing and digitizing photographs, documents, and other archival materials from Senator Bill Frist’s collection for upload to ArchiveSpace.
* Collaborating with a Donor to process and inventory their personal collection.

*2022 – 2023: MTSU’s Center for Historic Preservation** Assisted in the collection of data for Heritage Development Plans, Preservation Plan, Historic Overview and Preliminary Conditions Assessment, and other Historic Preservation plans.
* Performed house inspections and historical research for National Registrar Nominees.
* Assisted in the creation of museum exhibit panels and layout for the Rutherford County Heritage Center, *Two Families, Two Revolutions*.
* Created PocketSights Tours for public use.
* Created metadata worksheets for historic items, such as vinyl records and books.
* Worked closely with Tennessee Historian Dr. Carroll Van West.

*2021 – 2022: Graduate Assistant to Dr. Brenden Martin** Assisted in the creation of museum exhibit panels and layout for the Bradley Academy Museum and Cultural Center, *Stories of Black Murfreesboro, and Rutherford County*.
* Assisted in the editing of Dr. Martin’s *Jekyll Island History* book.

**Adjunct Professor**middle tennessee state university*Fall Semester 2023 – HIST 1120: Survey World Civilization II**Fall semester 2024 – Hist 2010: United States History I** Utilizing innovative teaching methods to engage students and promote active learning.
* Providing constructive feedback and support to students to enhance their academic success.
* Proficient in utilizing D2L.
* Integrating multimedia resources, discussion boards, and online assessments into course curriculum.
* Developed clear learning objectives and assessment criteria aligned with course objectives.
* Designed and administered online quizzes, exams, and assignments to measure student understanding.
* Evaluating student performance and provided constructive feedback to facilitate continuous improvement.

**august 2023 – August 2024****AmeriCorps Researcher**Tennessee State Parks* Conducted comprehensive assessments of interpretive centers in Tennessee state parks to evaluate accessibility for visitors with diverse needs.
* Assisted in the design and implementation of accessibility enhancements, including modifications to facilities and exhibits, to ensure inclusivity for all visitors.
* Collaborated with park staff to identify barriers to accessibility and develop strategies for improvement.
* Conducted research and analysis on best practices in accessibility and interpretive programming to inform decision-making and program development.
* Created accessible digital resources and interpretive materials to supplement on-site experiences and reach a broader audience.
* Assisted in the development of accessible friendly educational programs through the state parks.
* Assisted with the organization of archival materials at the Cedars of Lebanon State Park.
* Assisted in the editing processes of National Register Nominations for the T.O. Fuller State Park and Booker T. Washington State Park.

**January 2022 – August 2023****Mentor and Tutor**MTSU’s Student-Athlete Enhancement Center* Worked with student-athletes daily to provide guidance in their course work.
* Helped student-athletes develop academic goals, management plans, strong study habits, and academic skills.
* Provided student-athletes with academic assistance beyond what they receive in the classroom.

August 2019 – August 2021Jacksonville Jewish Center*Preschool Teacher* * Delivered creative and interactive activities to an average of 12 students between 1-3 years of age within the classroom.
* Established literacy competence to students, provided additional support when needed, helped a total of three students with learning difficulties to achieve basic aptitude within the classroom.
* Consistently communicated with parents to report on student behavior, social, and developmental progress, as well as note on any observed health conditions within the classroom.
* Implemented multiple musical and art-related activities that improved students’ creative skills as well as increased learning motivation by 30% of other learning standards within the classroom.

*Media Specialist* * Established literacy competence to students, provided additional support when needed, helped a total of three students with learning difficulties to achieve basic aptitude within the library.
* Implemented multiple musical and art-related activities that improved students’ creative skills as well as increased learning motivation by 30% of other learning standards within the library.
* Assisted in the acquisitions and processing of library books and materials.
* Cataloged new arrivals, books, movies, audio books, and STEAM activities.
* Provided students and faculty with assistance in locating books and online materials.
* Responsible for the new organization standards of the school library.
* Delivered creative and interactive media classes to an average of 16 students between the ages of 6 – 13 within the library.
* Responsible for the circulation of library materials through Alexandria.
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| July 2018 – july 2019library associate 1clay county public library, fleming island* Provided standard reader and reference assistance services to the public by various methods.
* Assisted in the acquisitions and processing of library books and materials.
* Retrieved, shelved, and shifted books as well as other library materials.
* Collected and processed patron payments for fines and fees related to overdue materials and lost/damaged items.
* Responsible for the circulation of library materials through Insignia.
* Responsible for the cataloging and shelving of library newspapers and magazines.
* Assisted in the process of Interlibrary Loan materials.
* Assisted in the Children Department’s Storytimes and activities.
* Assisted in the creation of the Young Adult activities.

october 2015 – may 2018Historical Interpretercolonial quarter, university of florida historic st. augustine* Operated as museum property liaison, including opening, and closing property for operating hours, and maintaining appearance standards.
* Performed closely with retail associates to meet visitor needs.
* Presented an average of four tours a day to visiting elementary and middle school student groups, making content both accessible and fun.
* Maintained the artifacts to museum standards.
* Assisted in the creation of the *History of Medicine in the 1800s* school tour script.

september 2014 – april 2018assistant librarian to the college archivistflagler college proctor library* Created and maintained archival displays and exhibits on a quarterly basis.
* Prepared and digitized photographs, documents, and other archival materials for upload to CONTENTdm.
* Prepared and created metadata excel sheets for finding aid use.
* Assisted with staffing quarterly public events highlighting archival and special collection materials.
* Provided circulation assistance to students and faculty, including checking materials in and out, answering informational questions and providing computer and printer support.
* Helped with collection and shelf management, including re-shelving, and shifting books, processing new books, and organizing the collection according to the Library of Congress cataloging system.
* Assisted with the library’s “Everything Speaks” initiative, which ensures that common areas of the building are neat, clean, and well-stocked with supplies for patrons to use.
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# Education

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| Fall 2021 – PresentDoctorate Middle Tennessee State University * **Major:** Public History
* **Concentration:** Museum Management and Historic Preservation
* Essentials of Museum Management and Seminar in Museum Management: The two classes worked in tandem with each other to research, design, and install the *Stories from Black Murfreesboro and Rutherford County* exhibit for the Bradley Academy Museum in Murfreesboro, TN. Three of us, including myself, completed the research and design for the “Business and Media in the African American Community of Murfreesboro.” As a class, we worked together to install the exhibit for public use.
* Management of Collections: I worked with Kat Trammell at the University School of Nashville in Nashville, TN to create a Disaster Plan for the archive. The Disaster Plan is in use at the USN Archive and is available for review.
* Current Issues in Public History Practice: As a class we worked with communities in Alabama to complete Historic Preservation projects. We worked with the First Baptist Church to create a National Registrar Nomination for the church that was bombed during the Civil Right Movement. We helped the Shiloh Rosenwald School Museum install UV filters, update museum displays and install a community quilt to the story of the school.
* Essentials of Historic Preservation and Cultural Resource Management: Completed a preliminary assessment of a property and a full inventory list of the items inside the property for the beginning of a museum. The family wanted information on how the house could be turned into a house museum and we provided information on what furniture and items should be kept within the house for that purpose. We also provided a history of the family and some of the items that would potentially be on display.
* Administration of Historical Organizations: I worked with Kat Trammell at the University School of Nashville in Nashville, TN to create a Strategic Plan for the archive. The Strategic Plan consists of a five-year plan to increase the archive’s online presence and provide students with better access to the archives. The strategic plan is in use at USN and is available for review. I also worked with Kat Trammell to write and submit a grant application for an intern that would help on the reformatting of VSH, DVD, and CD collections to make them available online.
* Seminar in Historic Preservation: Worked with the Lawrenceburg community to create a National Registrar Nomination for the West Gaines School in Tennessee. A group of three, including myself, went to the West Gaines School captured photographs of the building inside and outside for documentation, discussed the communities’ concerns, and provided a Heritage Development Plan and a copy of the nomination to the leaders of the community.
* Digital Tools: I was a project manager for a group of three classmates to create an accessible online tour of the Rutherford County Courthouse Museum. We used a Vuse XR 360 camera to capture the museum from the first floor to the third floor, where the original historic courthouse is located. We then used Lapentor to create the tour and provide connections marks to provide audio, visuals, and links to other languages to create an accessible tour. The program also works with visual impaired programs, such as JAWS.

Fall 2020masteruniversity of south carolina* **Major:** Library and Information Science
* **Concentrations:** Archives and Special Collections
* Information Organization and Retrieval: Formed an Omeka digital photography collection for my Vietnam Study aboard photos. Through the class we learned Dublin Core and proper scanning techniques for documents. The Omeka site is still active and is available for review.
* Design and Management of Databases: Created a Microsoft Access Database using XML standards. The database statistics and information were given by the professor for a mock library that needed a database for patrons.
* Storytelling: Theory, Practice, and Development: Designed and performed five different storytelling videos that embraced the storytelling methods, techniques that encompassed heritage, art, and literature.
* Information and Records Management: Established a finding aid using Microsoft Excel with metadata provided by professor for a mock archive. Practiced archival standards throughout the class to search, retrieve, and record information at active archives throughout South Carolina.
* Library Programs for Children and Young Adults: Created educational programs that were implemented by the Clay County Public Library within the Young Adult Department. Educational programs for children were implemented at the Jacksonville Jewish Center as class assignments and activities.
* Introduction to Management of Libraries and Informational Organizations: Practiced the creation of Strategic Planning for a mock library that needed more community involvement and better outreach practices.
* Preservation Planning and Administration: Created a Disaster Plan for a mock library that was “located” in South Carolina and had been damaged prior due to a hurricane.
* Collection Development and Acquisitions: Created a Collection Policy for a mock library that would receive varied items from the surrounding community and required a collection policy to explain to the public what specific items the library would accept.
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| Spring 2018bachelorflagler college* **Major:** History
* **Minor:** Political Science, Religious Studies, and Creative Writing
* Phi Alpha Theta member
* Study-Abroad to Vietnam: We visited several sites that were studied throughout the Vietnam War course, such as Hoi La Prison, the War Armaments Museum, the Cu Chi tunnels, Hue, My Lai, and the former American Embassy in Ho Chi Minh City. I was given the opportunity to place the Vietnam War into an international framework.
* Independent Study - Public History in a Library: I learned how to catalog and process books for inclusion in the special collections, create and maintain special collection displays on a quarterly basis, and assisted with staffing quarterly public events highlighting special collection materials. I also created a resource guide using LibGuides for Flagler College History Department identifying library materials related to the Civil Rights Movement in Saint Augustine, FL.
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# Skills

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| * PocketSights
* Customer Service
* Teaching
* CONTENTdm
* ArchivalSpace
* Grant Writing
 | * Editing
* LibGuides
* PastPerfect
* Educational Programing
* Policy Creation
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# Conferences

### September 2022

**Tennessee Council for History Education**

Exhibitor and Attendee

### November 2022

**Meet the Collections and Curators**

Panelist

* Presented information about MTSU Center for Historic Preservation and how Flagler College Proctor Library’s Special Collection and Archives helped my career prospects and desire to gain an MLIS.

### April 2023

**National Council on Public History**

Exhibitor and Attendee

# Internships

### Fall 2016 – Spring 2018

**RADIO DJ**

WFCF 88.5 FLAGLER COLLEGE RADIO

Supervisor: Dan McCook

Address: 74 King Street Saint Augustine, FL 32084

* Played requested and hand-selected songs.
* Read advertisements and weather forecasts verbatim.
* Incorporated prerecorded advertisements organically.

### Spring 2018

## Librarian Assistant

## St. Joseph’s Villa Flora

Supervisor: Eric George

Address: 241 St. George Street Saint Augustine, FL 32084

* Assisted in the creation of the St. Joseph’s Villa Flora’s library.
* Assisted in the acquisitions and processing of library books and materials.
* Cataloged new arrivals within the new cataloging system.

### Spring 2016 – Fall 2017

## Historical assistant

## Florida army national guard

Supervisor: Alison Simpson

Address: 189 Marine Street Saint Augustine, FL 32084

* Assisted in making the archive accessible to a wide range of users.
* Assisted in the storing and preserving of perishable documents.
* Prepared and digitized photographs, documents, and other archival materials into ArchiveSpace for public use.
* Created metadata excel sheets for finding aid use.