

Martin Gargaro

728 Kellogg St. Plymouth, MI 48170
(231)420-7244, gargaro@umich.edu

EDUCATION

University of Michigan School of Information (Ann Arbor, MI) –*Master of Science in Information MSI Digital Curation and Archives and Preservation*, April 2020

- **GPA:** 3.53
- **Courses:** Contextual Inquiries, Records & Archives, Organization of Information Resources, Programming I (Python), Usability Evaluation & Needs, Digital Curation (Metadata and Cataloging), Design of Complex Websites, Transformative Teaching with Technology, Preservation of Sound and Motion
- **Mastery Course Project:** Creation of a Metadata Application Profile for the Vessels Database for GreatLakesShips.org

Michigan Technological University (Houghton, MI) –*Bachelor of Science: Biology, Minor: Theater Arts*, December 2012

- **GPA:** 3.00
- **Courses:** General Biology, University Chemistry, Principles of Biochemistry, Principles of Ecology, Botany, Biological Oceanography, Zoology, Genetics, Aquatic Biology, Current Health Issues, Tropical Island Biology, Organic chemistry, Microbiology, College Physics, Evolution, Plant-Microbe Interactions
- **Mastery Course Project:** Peer-reviewed Analysis on the Effects of Mercury towards Terrestrial Arthropods

SKILLS, ACTIVITIES, AND INTERESTS

- **Special Skills:** Microsoft Office (10+ years), Google Suite (7 years), Databases (3 years), Document Proofreading and Reviewing (2 years), Electronic Processing (2 years), Digital scanning (3 years), Data entry (5 years), LMS software (3 years), Electronic calendars (3 years), Virtual meetings (4 years), Online help desk experience (2 years), Working multiple computer screens (2 years), Care in detailed procedures, Proofreading (5 years), Strong writing skills (10+ years)
- **Volunteer Experience:** Scanning photographs for Mackinaw Historic Parks Database
- **Interests:** Musical Theater, Creative Writing, Making Videos, Drawing, Animation.

PROFESSIONAL EXPERIENCE

University of Michigan Treasurer's Office (Ann Arbor, MI) –*Administrative Office Assistant*, June 2022-January 2023

- Imaging receipt documentation to the university's secure imaging platform.
- Reconciled payment requests for research study and incentives.
- Worked with the H.S.I.P. team to resolve identified issues
- Required some teamwork to get clarification

Ann Arbor Summer Festival (Ann Arbor, MI) – *Utilities*, June 2022-July 2022

- Disassembled and reassembled stages and zones for various artists
- Changed bags by garbage, recyclables, and compostables.
- Sorted recyclables by alcoholic and non-alcoholic containers
- Cleaned up areas after performances
- Gave assistance to park visitors on where to go and current events

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Harbor Springs Public Schools (Harbor Springs, MI) – *IT Support Specialist*, June 2021-November 2021

- Disassembled and reassembled laptops and desktops to familiarize myself with the operation and repair
- Troubleshooting and repair for infrastructure technology (classroom monitors, communication devices, projectors and printers)
- Processed new devices for K-12 school district. Assemble individual components, track the devices using a serial number, and assign said devices to a given student
- JAMF School Mobile Device Management (MDM) Administration: Configuration and data entry for 800 devices
- Answered and fulfilled requests for technology assistance via our online help desk

Harbor Springs Public Schools (Harbor Springs, MI) – *Custodian*, April 2021-November 2021

- Disinfected doorknobs, toilets, and sinks
- Cleaned windows
- Wiped tables
- Swept and mopped floors
- Reassembled damaged bleachers

University of Michigan School of Information (Ann Arbor, MI) – *Digitization Student Assistant*, June 2020-November 2020

- In collaboration with Professor Paul Conway, set up learning modules for students designed to teach about the standards and guidelines for digitizing audio and video materials.
- Creating and editing PDFs which will be used to set up lessons for individual learning units
- Edited videos designed to help educate students in each of these modules

Vindel Motel (Mackinaw City, MI) – *Housekeeper*, May 2020-October 2020

- Made beds
- Cleaned bathrooms and mirrors
- Cleared out refrigerators
- Vacuumed bedrooms
- Dusted shelves and dressers

University of Michigan School of Information (Ann Arbor, MI) – *Project Manager* (Digital Archives Mastery Course) *Vessels Database Metadata Application Profile*, January 2020-April 2020

- Created a metadata application profile with Our Digital World for the website GreatLakesShips.org
- Worked virtually with ODW staff and staff at Alpena County Public Library to identify all data elements, descriptions, and their application to ensure consistent data entry and use.
- Catalogued data from various ships, changed definitions

UM Clark Library (Ann Arbor, MI) – *Library Assistant*, January 2020-March 2020

- Worked to improve upon exhibits and to make them more accessible for neuro-diverse people.
NOTE: This internship was terminated halfway through due to the COVID-19 Pandemic
- Assisted in the mounting of exhibits.
- Researched library and museum exhibit practices for neuro-diverse people
- Monitored the Clark Library exhibit space and assist with related programming
- Met with the library's Assessment Specialist, Craig Smith, to learn about assessment
- Learned about the daily operations of a special collections library and the responsibilities and duties of a special collections librarian.

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UM Taubman College of Architecture (Ann Arbor, MI) –*Graduate Student Researcher*, May 2019-August 2019

- Worked as a researcher as part of an internship dedicated to a series of projects aimed at creating more interactive and extrasensory environments for children who are on the autism spectrum.
- Completed background research on similar aspects that have already been experimented for the project and wrote out lab reports
- Recorded how children interacted with actors in the sensory theatre project and coded noteworthy behavior for future iterations of the experiment
- Documented how many children played with the interactive structure created for the Ann Arbor Hands-On Museum.

Pellston Public Schools (Pellston, MI) – *School Librarian*, May 2018-August 2018

- Rearranged shelving and technical equipment to make space for the new library.
- Prepared in the transfer of books and materials to the new library that they were opening up
- Prepared the layout and the design of the new library for books and learning equipment.

Mackinac Historic State Parks (Mackinaw City, MI) – *Digital Archives Intern*, December 2017-April 2017

- Worked as part of a Digital Scanning Project of several thousand positive negatives that were taken from glass plate negative collection.
- William H. Gardner was a photographer who took images of all around Mackinac Island from 1896 until 1915.
- The negatives are now part of the store collection and have never been scanned until now.
- I scan each positive and transfer the accession number to the digital file. The files are then saved on external hard drives for safekeeping and will eventually be downloaded into MSHP's collections database, where staff can view the images.
- This will contribute greatly to the recordkeeping of this collection and make it easier for staff and researchers to access the images.

Michigan Technological University (Houghton, MI) – *Student Librarian*, May 2016-August 2016

- Prepared and loaded outgoing deliveries and unloaded and sorted incoming deliveries
- Processed materials requested through Michigan Electronic Library Lending by other libraries
- Processes materials returned to Michigan Technological University.
- Performed scans requested by library patrons.

Michigan Technological University (Houghton, MI) – *Custodian*, May 2015-August 2016

- Cleaning carpets
- Painted walls
- Prepared campus grounds for incoming students

Michigan Technological University (Houghton, MI) – *Administrative Office Assistant*, Sept 2013-April 2015

- Reviewed routine documents for academic success to ensure that the information was accurate before filing them for administrative staff.
- Researched and answered questions from administrative staff and faculty about potential programs and organizations to help set up frameworks for student success
- Gathered responses to forms and compiled data into spreadsheets
- Aided with special projects, including tracking data and preparing reports

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- Created databases and spreadsheet files to organize and maintain data and use word processing software to type out correspondence and summarize research findings for programs.
- Processed electronic documents while respecting the privacy of students and faculty
- Maintained electronic and paper files for student events and conferences
- Scheduling meetings and events via Google Calendar