

Mary Helen Mack Last

Contact

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Education

University of Sheffield,
PhD Information Science
Apr 2024 - Present

City University London,
MSc Library and Information Science
With Distinction
Sep 2022 - Jan 2024

University College Cork,
Graduate Entry Medicine
Aug 2016 - Sep 2017

University of the Arts London,
MA Art and Science
Aug 2014 - Jul 2016

University of Oxford
Ruskin School of Art, Art and Anatomy
Jun 2015

Santa Clara University
Hons BA-Studio Art,
Hons BSc-Biology, Minor-Chemistry
Aug 2010 - Jun 2014

University of Sussex
Semester exchange, Life Science
Aug 2012 - Dec 2012

Danish Institute for Study Abroad
Medical Biotechnology & Drug
Development, Denmark/ Scotland
Jun 2013

Summary

Dedicated and versatile professional currently pursuing a PhD in Information Science, with an MSc in Library and Information Science with Distinction, a strong educational background encompassing a BA, BSc, and MA. As a Philomath and autodidact, I possess a natural inclination towards learning and constantly seek innovative strategies and tactical plans to drive projects forward.

With a proven ability to work both independently and collaboratively within teams, I excel in multitasking and thrive in fast-paced, time-sensitive positions. My track record demonstrates a knack for meeting stringent deadlines while maintaining a high level of quality. I engage with professors, colleagues, students, and other stakeholders in a collaborative and effective manner, addressing issues and developing efficient solutions. Having had the opportunity to travel in 25 countries across four continents, I am comfortable immersing myself in foreign environments and cultures. This exposure has enhanced my adaptability, cross-cultural communication skills, and ability to embrace diversity. I maintain a comprehensive skill set, including the creation of communication protocols, reporting structures, metadata, and efficient project, asset, and stakeholder management. I possess a well-honed collaborative style, which fosters strong working relationships and enables effective problem-solving.

Originally targeting a career in medicine, my early education centered biology, with parallel exploration of the arts. Upon realization that I was not enthusiastic about clinical practice, I withdrew from medicine and returned to my core values, fully pursuing my passions for information and intellectual challenge. As I embark on the next phase of my career, I am eager to apply my skills, adaptability, and enthusiasm to deliver innovative solutions and contribute to the success of organizations-- making a meaningful impact in the field, enhancing research, information management, and customer service in libraries and beyond.

Experience

Mar 2024- Present

Big Brothers Big Sisters Volunteer • Oxford

- Provide a positive adult role model to a child, developing a friendship through simple, sharing activities.
- Develop a one to one relationship with a youth by offering consistency, encouragement, and role modeling.

Feb 2024- Present

Creative Director • Oxford Pride

- Drive the creative and design vision for Pride in Oxford, ensuring all visual elements reflect and celebrate diversity, inclusivity, and empowerment within the LGBTQ+ community

Feb 2024- Present

Accommodation Officer • St. Hugh's College University of Oxford

- Responded directly to student and academic queries to manage the physical space and residences within the college grounds.
- Organized the Vacation Residence allocations, reconciling student requests with college needs for renovations and refurbishments, conference guests and attendees, and long-term lease holders.
- Managed booking for short- and long-term accommodation and coordinated with finance, facilities, and housekeeping teams to ensure seamless transitions and stays

Aug 2022- Oct 2022

Reception and Accommodation Office Support • Kellogg College University of Oxford

- Serve as primary point of contact for Kellogg College via email, phone and written post communications
- Conducted inventory checks and assisted in assessments of Kellogg College accommodation in preparation for student tenant arrivals
- Managed branded merchandise: sales, inventory and till
- Contribute to congenial hospitality, excellent service, and clean and well-designed spaces.
- Prepared student welcome packs and accommodation packs to provide both essential and social information to ensure a smooth transition to start of term

Apr 2021- Jan 2022

Manager • Science Fitness Boxing Studio

- Manage company funds, product sales, and till.
- Improved social media and website engagement; designing, filming and creating media
- Increased membership subscriptions by 10-20%
- Coordinated events and studio space sharing with partner organizations for promotion and fitness classes
- Implemented an organizational scheme to streamline the employee environment in two locations.

Apr 2019-Present

Vice Chair Merchandise/Marketing, Prior VC Social Media • Junior League of London

- Increased membership engagement and advertising reach
- Created and coordinated social media and digital marketing content/ campaigns
- Acted as social media liaison for communications committee on internal and external media platforms, including Instagram, Facebook, LinkedIn, Twitter, Hootsuite, and more.
- Designed and coordinated creation of branded merchandise for membership and partners
- Reduced organizational cost and increased profit margin for merchandise
- Expanded range of products available and implemented/ designed new range of seasonal and perennial designs

Jun 2019- Apr 2021

Receptionist • Popham Hairdressing

- Coordinate client and stylist schedules via phone, email, online booking schemes, and in person.
- Manage company funds, product sales, and till.
- Contribute to making the salon atmosphere stylish and appealing by providing congenial hospitality, excellent service, and clean and well-designed spaces.
- Handled application of new scheduling, hygiene, and distancing systems following COVID outbreak.

Jun 2018-May 2019

Guest Services Representative • Black Butte Ranch

- Acted as a company/client liaison, providing service and solutions for guest and homeowner concerns.
- Maintained company database to anticipate needs of team members and clients.
- Handled guest check-ins for events and accommodations.

Additional Skills

Metadata and Data Standards
Dublincore

Metadata crosswalks, mapping across
schema, RDF, knowledge graphs, linked
data, semantic web

HTML metadata coding for indexing and
discovery on open web

Westlaw UK: basic and advanced
certifications

Certified Lab Safety (SCU)
Fully Trained /Certified CPR (UCC)

MS Word, Excel, Publisher, Outlook, and
PowerPoint; Adobe Photoshop and
Lightroom ; Google Business, Sheets,
Gmail, Docs, Drive

Kx Residential, Student, Conference

Intermediate Spanish
Beginner's Level French

Avid reader (800+ books annually)

Wine and Spirit Education Trust:
Level 2 awarded Nov 2019
Level 3 completed Nov 2020

Communication and Exhibitions

2018, 2019, 2020

Multnomah Athletic Club • Juried Art Exhibition • Exhibitor

Jan 2017

University College Cork • International Student Surgical Conference • Poster Presentation 2nd place prize

Jan 2015- Dec 2015

The CUBE London • Artist in Residence

May 2015

University of the Arts London • Interim Art Show • Exhibitor

2012, 2013

Santa Clara University • Juried Art Exhibition • Exhibitor/ Honorable mention