Mary Helen Mack Last

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SUMMARY

MSc Library and Information Science, MA Art and Science. Currently pursing PhD Information Science
A Philomath and autodidact, I am eager to continue cultivating my education and passion for art and science.

- **Research**: Create innovative strategies, tactical plans, communication protocols, and reporting structures for projects.
- **Performance/Productivity**: Have proven ability to work individually and on a team, multi-task, function in fast-paced, time-sensitive positions, and meet stringent deadlines.
- **Communication**: Possess well-honed, collaborative style of engagement with professors, colleagues, students, and others to address issues and develop efficient and effective solutions.
- **Adaptability**: Feel comfortable immersed in foreign environments and cultures (traveled in 25 countries on four continents).
- **Creativity**: Often inspired to draw human forms, illustrate comics, paint watercolor, sketch fashion, create intricate miniatures.

EDUCATION AND EXHIBITIONS

University of Sheffield, PhD Information Science Candidate — Apr 2024 – Present
- Dissertation Working Title: "*The Human Body as Document"*

City University of London, MSc Library and Information Science, Distinction — Sep 2022 – Jan 2024
- Dissertation: "*The Body as Document: Aesthetic Modification, Identity, &Representation of the Human Form"*

Multnomah Athletic Club, Members Juried Art Exhibition, Exhibitor — 2018, 2019, 2020

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

University College Cork, International Student Surgical Conference — Jan 2017
- Poster presentation, 2nd-place prize

University of the Arts London, MA-Art and Science — Aug 2014 - Jul 2016
- Dissertation: "*Physical Perfection, For a Price: The Motivations Behind Body Modification and the New Normal of Surgically Achieved 'Perfection.'*"

The CUBE London, Artist-in-Residence — Jan 2015 - Dec 2015

University of Oxford — Jun 2015
- Ruskin School of Art, Art and Anatomy course, under tutelage of Sarah Simblet

University of the Arts London, Interim Art Show — May 2015
- Presented work: "*You're the Reason Our Kids Are Ugly*"

Santa Clara University — Aug 2010 - Jun 2014
- BA-Studio Art, BSc-Biology, Minor-Chemistry; degrees matriculated Cum Laude/ with Honours

University of Sussex — Aug 2012 - Dec 2012
- Semester exchange student in Life Science Program

Danish Institute for Study Abroad — Jun 2013
- Medical Biotechnology and Drug Development studies, Denmark and Scotland

Santa Clara University, Juried Art Exhibition, Exhibitor (received honorable mentions for submissions) — 2012, 2013

EXPERIENCE

Secretary, Daughters of the American Revolution, Walter Hines Page Chapter (England) (Volunteer) — May 2024– Present
- Serve as recording secretary, taking minutes, maintaining official records, and acting as a signatory on chapter financial accounts.
- Assisted in organizing the Chapter's 100th Anniversary Gala, coordinating five days of events involving domestic and international guests, liaising with multiple venues and individuals—including royal—and producing a comprehensive event catalogue and travel itinerary.

Creative Director, Oxford Pride (Oxford, England) (Volunteer) — Feb 2024– Present
- 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

Accommodation Office, St. Hugh's College, University of Oxford (Oxford, England) Feb 2024– Present

- 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

Big Brothers Big Sister Volunteer (Oxford, England) (Volunteer) Mar 2024– Sep 2025

- 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.

Reception and Accommodation Office, Kellogg College, University of Oxford (Oxford, England) Aug 2022– Oct 2022

- 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

Manager Science Fitness Studio (Oxford, England) Apr 2021– Jan 2022

- Serve as primary point of contact for boxing gym and fitness studio company/client liaison.
- Manage company funds, product sales, and till.
- Manage company social media platforms and website, designing, filming and creating media to increase digital and in-person engagement.
- Assist in events coordination and studio space sharing with partner organizations for events and fitness classes
- Contribute to making the studio atmosphere comfortable and safe, providing congenial hospitality, excellent service, and clean and well-designed spaces.
- Implemented an organizational scheme to streamline the employee environment in two locations.

Vice Chair, Communications Committee/Member, Junior League of London (London, England) (Volunteer)Apr 2019 - Present

- Create and coordinate social media and digital marketing content and outreach for international volunteer organization.
- Act as social media liaison for communications committee on internal and external media platforms, including Instagram, Facebook, LinkedIn, Twitter, Hootsuite, and more.
- Served on committee that orchestrated the fundraising event, Boutique de Noel, a pop-up, indoor Christmas market.
- Designed and coordinated creation of branded merchandise for membership and partners

Receptionist, Popham Hairdressing (Oxford, England) Jun 2019–Apr 2021

- Serve as primary point of contact for Summertown Salon and as company/client liaison for its three locations.
- 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.
- Implemented an organizational scheme to streamline the employee environment in two locations.
- Handled application of new scheduling, hygiene, and distancing systems following COVID outbreak.

Guest Services Representative, Black Butte Ranch (Black Butte, Oregon, USA) Jun 2018 - May 2019

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

Member, Junior League of Portland (Portland, Oregon, USA) (Volunteer) Apr 2018 – Aug 2019

- Organized to end cycles of violence against women through networking, professional development, and courses in leadership, diversity, and finance.
- Attended 2019 Rose City Summit (diversity, equity, and inclusion) and NW Exchange conference (sharing best practices).
- Performed volunteer commitments consistently with partner organizations (e.g., Rose Haven Women's Shelter, New Avenues for Youth Day Shelter, Gingerbread Jamboree, and Children's Book Bank).

Member, Arts & Acquisitions & 20s/30s Committees, Multnomah Athletic Club (Portland, OR, USA) Mar 2018 – Aug 2019

- Coordinate social and educational events.
- Manage and oversee committee annual budget and art purchases, acting as voting committee member using *Robert's Rules of Order*.

Teacher, Andhra Loyola Institute of Engineering & Technology (Vijayawada, Andhra Pradesh, India) Jul 2014 - Aug 2014

- Taught soft skills (resume writing, interviewing, and business English) to 4th-year engineering students and Master's degree candidates.

Research Assistant, Santa Clara University (California, USA) Dec 2011 - Jun 2014

- Performed radioactive, drug-binding investigations for studying the scrambling of phosphatidylserine (PS) in red cells after drug treatments.

Teaching Lab Assistant, Chemistry and Organic Chemistry Department, Santa Clara University Jan 2012 - Mar 2014

Community Facilitator/Resident Assistant, Santa Clara University Aug 2011 - Jul 2012

- Coordinated events and activities for students.
- Dealt directly with residents' problems, addressing concerns on a daily basis.

University-Commissioned, Chemistry Tutor, Santa Clara University Aug 2011 - Jun 2012

ADDITIONAL SKILLS AND INTERESTS

- Experience working with 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 certificates achieved
- Certified Lab Safety (Santa Clara University, Chemistry/Biochemistry Department)
- Fully Trained and Certified in first aid response and CPR (University College Cork, Graduate Medical School)
- MS Word, Excel, Publisher, Outlook, and PowerPoint; Adobe Photoshop and Lightroom; Google Business, Sheets, Gmail, Docs, Drive
- Kx Residential, Student, Conference
- Conversational/Intermediate Spanish, Beginner's Level French
- Avid reader (average 800+ books consumed annually 2018-2023)
- Wine and Spirit Education Trust Certification
    - Level 2 certification awarded November 2019
    - Level 3 certification course completed November 2020