

Mary Helen Mack Last

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SUMMARY

MSc Library and Information Science, MA Art and Science. Currently pursuing 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: " <i>The Human Body as Document</i> "	
City University of London , MSc Library and Information Science, Distinction	Sep 2022 – Jan 2024
▪ Dissertation: " <i>The Body as Document: Aesthetic Modification, Identity, & Representation of the Human Form</i> "	
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, 2 nd -place prize	
University of the Arts London , MA-Art and Science	Aug 2014 - Jul 2016
▪ Dissertation: " <i>Physical Perfection, For a Price: The Motivations Behind Body Modification and the New Normal of Surgically Achieved 'Perfection.'</i> "	
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: " <i>You're the Reason Our Kids Are Ugly</i> "	
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

Creative Director, Oxford Pride (Oxford, England)	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	
Big Brothers Big Sister Volunteer (Oxford, England)	Mar 2024– Present
▪ 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.	
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

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) 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) Apr 2018 - Present

- 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 - Present

- 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.

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