Mary Helen Mack Last

Contact

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Summary

Dedicated and versatile professional currently pursuing a PhD in Information Science at the University of Sheffield, exploring *the human body as document*—a multifaceted project investigating authorship, ownership, AI, and heritage across three interconnected studies. Holding an MSc in Library and Information Science with Distinction, as well as BA, BSc, and MA degrees, I combine rigorous academic insight with creativity and cross-disciplinary thinking.

As a Philomath and autodidact, I possess a natural inclination toward learning and devising innovative strategies and communication protocols that enhance research and organizational practice. I excel in both independent and collaborative environments, managing multiple projects within fast-paced, time-sensitive contexts while maintaining a high standard of quality and care.

My professional and volunteer experience spans education, information management, and cultural heritage, including service as Secretary of the Walter Hines Page Chapter of the Daughters of the American Revolution, where I contribute to record-keeping, financial oversight, and event coordination for large-scale national and international gatherings. Having travelled through 25 countries on four continents, I bring adaptability, cross-cultural awareness, and a collaborative approach to all my work. I am eager to apply my skills and intellectual curiosity to deliver innovative, interdisciplinary solutions that advance research, information management, and public engagement in libraries and beyond.

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

Experience

May 2024- Present (Volunteer Position)
Secretary• Daughters of the American Revolution, Walter Hines Page

- 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.

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
- **Managed accommodation for students, academics, and commercial guests and conference attendees**

Feb 2024- Present (Volunteer Position)
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

Mar 2024- Sep 2025 (Volunteer Position)
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.

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

Apr 2021- Jan 2022
Manager • Science Fitness Boxing Studio

- 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 (Volunteer Position)

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.
- 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.

Apr 2018-Aug 2019 (Volunteer Position)

Volunteer Member • Junior League of Portland

- Coordinated volunteers 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).

Mar 2018- Aug 2019 (Volunteer Position)

Arts & Acquisitions & 20s/30s Committee• Multnomah Athletic Club

- 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.

Jul 2014- Aug 2014

Lecturer • Andhra Loyola Institute of Engineering & Technology

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

Dec 2011- Jun 2014

Research Assistant • Santa Clara University

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

Jan 2012- Mar 2014

Teaching Lab Assistant • Santa Clara University

Aug 2011- Jul 2012

Community Facilitator/Resident Advisor (RA) • Santa Clara University

Aug 2011- Jun 2012

University-Commissioned, Chemistry Tutor • Santa Clara University

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

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 (600+ books annually)

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