SUZANNE E. MARVIN

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EXPERIENCE

Development Specialist, Data & Operations at the Folger Shakespeare Library
📍 Washington, DC 📅 December 2023 - present
• Promoted to reflect the high level of skill with which I carried out my responsibilities amid staff turnover and reorganization
• As well as the responsibilities below, conducted prospect research and managed the distribution of portfolios for the department
• Led an overhaul of data management and entry protocols; established a new system for tracking contact and other data points

Development Associate, Operations at the Folger Shakespeare Library
📍 Washington, DC 📅 December 2022 - present
• Processed and entered gifts in Tessitura; generated and customized acknowledgement letters for 100+ donors per month
• Routinely cleaned, updated, and maintained thousands of donor records in Tessitura and developed a systematic clean up program
• Created data reports, analytics, lists, and extractions; used SQL to produce custom reports and enhance data analytics
• Led a cross-department project to increase data inclusivity, which included implementing better access to and variety of gender data
• Served on the Folger's DEIA Committee and attended the 2023 Tessitura Learning & Community Conference

Instructor of Record at Florida State University
📍 Tallahassee, Florida 📅 August 2019 - May 2021
• Developed curriculum for and taught introductory Humanities courses, both in person and online, to about thirty students
• Graded a variety of assignments for multiple courses according to quantitative, standardized rubrics developed by myself and others
• Adjusted teaching methods based on feedback from advisors, peers, and students to optimize learning and personal growth

Graduate Fellow at Linked Women Pedagogues
📍 Tallahassee, Florida 📅 May 2020 - August 2020
• Conducted research to illuminate hidden labor and track women's contributions to pedagogy over the last century
• Scraped data from web resources like WorldCat, HathiTrust, Wikidata, and other digital catalogs
• Used regular expressions to standardize data and ran functions in R for tasks like locating named entities within large documents
• Inputted and analyzed data in Excel; wrote brief biographies on subjects and derived quantitative data from that research

Writing & Editing Intern at Active Cities
📍 Remote 📅 May 2018 - August 2018
• Wrote, edited and formatted posts about maintaining an active lifestyle via a WordPress blog and a monthly MailChimp newsletter
• Worked remotely with a team and developed professional communication skills via programs such as Slack and Skype
• Posted regularly on social media accounts on Pinterest, Twitter, Facebook, and Instagram to grow and define the brand's identity

Graphic Design Intern at The Dalí Museum
📍 St. Petersburg, Florida 📅 June 2017 - August 2017
• Designed unique digital and print marketing materials, including invitations, decks, reports, icons, maps, and other collateral
• Adapted branding to incorporate specific themes for exhibits and events, using outside elements while remaining true to the brand
• Regularly sat in on and contributed in meetings for marketing, budgeting, curation, app development, and museum management

EDUCATION

Master of Arts, Digital Humanities
📍 Florida State University, Tallahassee, Florida 🎓 4.0 GPA 🎓 April 2021
Publication: "'Machines Certainly Think': Generating Surrealist Text with Artificial Intelligence" in *Avant-garde Studies* no. 4
• Trained a version of GPT2, an Artificial Intelligence, to write Surrealist literature and poetry using R, Python, and Tensorflow

Bachelor of Arts, double major in English and Humanities, with a minor in Film Studies
📍 Florida State University, Tallahassee, Florida 🎓 3.96 GPA 🎓 May 2019

PROGRAMS & LANGUAGES

R	Python	SQL	OpenRefine	Tessitura
HTML	CSS	JavaScript	Tensorflow	Google Data Studio
Unity	Google Data Studio	Microsoft Excel	Adobe Creative Suite	Microsoft Office Suite
Adobe Photoshop	Adobe Illustrator	Adobe Premiere	Adobe InDesign	Adobe After Effects

SKILLS

Artificial Intelligence	Data Visualization	Data Analysis	Machine Learning	Data Scraping	Coding
SEO Copywriting	Research	Web Design	Graphic Design	Video Editing	Programming