Renee Morgan
(505) 550-2122
rcmorgan@asu.edu

Employment History:
Human Resources/Program Specialist, 2019 - 2022
Tri-County Head Start; Durango, Colorado.

- Responsible for recruitment and selection of candidates, posting job announcements, using applicant tracking system (ATS), candidate assessment, background checks and references, conditional job offers, new hire onboarding, and training follow-up.
    - Understanding the organization's strategic intent and translating that into a recruitment plan
    - Slashed the hiring process time between an initial application to a conditional job offer.
- Conducts employee file audits to ensure compliance and gives weekly reports on employee performance.
- Serve as a backup for payroll processing.
    - Processes payroll on a bi-weekly basis for 50-60 employees.
    - Maintains payroll information/data entry.
    - Calculates bonuses, salary increases, and overtime.
- Serve as the Human Resources Department (May 2022 - September 2022)
    - Work independently to continue the day-to-day operations of the vacant position of Human Resources Director. Oversee:
        - Recruitment and Hiring
        - Training and Development
        - Employer-Employee Relations
        - Manage Employee Benefits
        - Process FMLA and Workers' Compensation
        - Unemployment Claims

Business Manager/Event Coordinator, 2018 - 2019
Southern Ute Museum; Ignacio, Colorado

- Business Manager
    - Developed and monitored the museum's budget and annual work plan.
    - Oversaw the rhythm of business and ensured a smooth and orderly process.
    - Effectively managed the budget and resources, leading to positive fiduciary outcomes.
- Event Coordinator

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    - Planned and coordinated industry-specified public programs
    - Outlined suggestions to enhance the event's success.
    - Prepare budgets and ensure adherence.
    - Delegate personnel to assist with program or planning.
- Media Manager
    - Served as the media manager for social media, museum website, and publications.
    - Implemented and optimized social media to generate energy toward rebranding and patronage.
    - Use Adobe Cloud to create visualizations to engage visitors.
    - Sole content user to ensure all engagement was brand appropriate.
- Grant Writer
    - Prepares proposals by determining concepts, gathering and formatting information, and writing drafts.
    - Resolves the proposal concept by identifying and clarifying opportunities and needs and attending strategy meetings.
- Other Duties
    - Experience using the museum's preferred collections management system, PastPerfect.
    - Trained personnel on museum procedures and proactive customer service.
    - Assisted with exhibit preparation of audio/visual, marketing, installation, text, and graphics.

Artistic Coordinator/Service Desk Manager, 2009 - 2017
Ignacio Community Library; Ignacio, Colorado.

- Project Director, Voices of Ignacio Oral History Project
    - Actualized and originated a digital archive in the history of the Town of Ignacio, https://voicesofignacio.cvlcollections.org/about
        - Oversaw entire oral history professional practice, method, theory, ethics, digital preservation, complex databases, media files, and website.
        - Oversaw project budget.
        - Publicized the oral history project through popup exhibitions, online sharing, and other presentations.
        - Demonstrated oral, written, and interpersonal communications skills with industry scholars.
        - Supervised all components of recording an oral history.
- Artistic Coordinator

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- Interacted with patrons to share educational activities
- Prepared educational standards and goals and created policies, procedures, and programs to carry them out.
- Coordinated art displays by recruiting local artists on a quarterly schedule and host to artist receptions.
- Assisted with library branding and marketing
- Originated the concept of the library logo.

Assistant Archivist/Librarian, 2007- 2008
Center of Southwest Studies at Fort Lewis College; Durango, Colorado.

- Assisted with various archival tasks, including arrangement and description, preservation, reference and access service, acquisitions, accessioning, maintaining Fort Lewis College records management, and updating the Center's website.
- Began the arrangement process of the Hensler Artist Files
- Other Duties included
    - Co-curator in the library exhibit; research, preparation, outreach, accessions, installation, loan agreements, and preservation.
    - Assist with the student body and faculty inquiries
    - Supervised student archival assistant workers and work-study students.

Docent, Arizona State University Art Museum; Tempe, Arizona

- Prepared tours of museum exhibitions
- Implemented interactive projects to reinforce learning objectives for first to sixth graders.

Volunteer:
Board of Directors, Powerhouse Science Center, 2019-2022

- Finance Committee, 2019-2022
- Board Secretary, 2020-2021

Radio Disc Jockey, KDUR-Durango, 2016-2022

Education:

- Fort Lewis College; B.A. European History, course concentration in modern sexuality.
- Arizona State University; B.A. Art History, course concentration in Egyptian art.

Grant Awards:

- Alpine Bank Community Matching Fund Grant, June 2017
- Sustainable Heritage Network Post ATALM Workshop Scholarship, July 2016

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- Association of Tribal Archives, Libraries, and Museums Scholarship, May 2016
- Ballantine Family Fund Grant (co-author), 2015
- Latino Americans: 500 Years of History Grant (co-author), 2015

Awarded Scholarships:

- Tribal Academic Scholarship; 2009, 2010
- Purdue University Merit Scholarship for Prophetstown Revisited Archives and Museum Conference, 2007

Familiar Software:
macOS, Windows OS, Microsoft Office, Google Suite of Products, Adobe Creative Cloud, PastPerfect, PeopleSoft, WordPress, Insignia (integrated library system), Audacity, Omeka, Dublin Core, ChildPlus, Namely, JazzHR, Canva.

Conference Presentations:

- Creating and Implementing Community Oral History Projects: From Dreams to Reality (co-presenter), Association of Tribal Archives, Libraries, and Museums; Phoenix, Arizona, October 2016.
- Basics of Building an Archive (co-coordinator and co-presenter), New Mexico Library Association Special Interest Group; Delaney Research Library; Durango, Colorado, 2008.

Written Article:

- Author: "The Southern Ute Museum: Telling the Story We're Still Here," Essential Durango. Summer/ Fall 2018, Vol 1.1: pp. 66-71. https://indd.adobe.com/view/0e6d8986-2363-4657-ad57-4c7e5b0891c4