

# Michal L Rachlin

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<http://www.industrialimagination.com/michal/Portfolio>

## EDUCATION

Master of Arts in Teaching, Museum Education  
The George Washington University, Washington, D.C. 2007 – 2008

Bachelor of Science, Sociology-Anthropology  
Towson University, Towson, Maryland 2003 – 2007

## EXPERIENCE

Manager of Public Programs, King Manor Museum  
Jamaica, NY November 2009 – Present

- ◆ Develop, coordinate, promote and implement family events, school programs and lecture series
- ◆ Interview, train and supervise high school interns
- ◆ Manage tasks and communications for new website, including development, launch, and continuing updates.
- ◆ Manage social media, including Facebook and Twitter
- ◆ Schedule volunteers for special events and weekend programming

Web Designer, Gali Girls, Inc.  
Teaneck, NJ June 2004 – March 2009

- ◆ Oversaw development and design of complete website, including interactive games
- ◆ Coordinated migration of content to a new website content management system
- ◆ Trained Gali Girls, Inc. staff in basic HTML and website maintenance
- ◆ Continuing tech support

Contract Education Program Facilitator, Regional Environmental Education Center  
Upper St. Clair PA September 2008 – May 2009

- ◆ Implemented educational and public programs
- ◆ Represented organization at community events
- ◆ Recruited new contract employees

Educator, Senator John Heinz History Center *in association with the Smithsonian Institution*  
Pittsburgh PA Aug 2008 - Nov 2008 (Museum Exhibits Assistant); Aug 2008 – Jan 2009 (Educator)

- ◆ Assumed Docent Coordinator's responsibilities during prolonged absence
- ◆ Assisted with school programs including scheduling, tracking, and teaching
- ◆ Developed and designed curriculum materials, self-guides, and summer camp materials
- ◆ Contributed to interactives and general exhibit development for *Pittsburgh: A Tradition of Innovation* (opened 11/8/08)

Public Programmer, Maryland Science Center  
Baltimore MD July 2006 – January 2007 (intern); January 2007 – August 2008 (staff)

- ◆ Evaluated, developed, and implemented discovery carts and live science shows
- ◆ Assisted with Summer Camp class for 8-12 year olds, outreach science shows, and classroom programs
- ◆ Interacted with visitors on the floor

Intern, Baltimore Museum of Art  
Baltimore MD January 2008 – April 2008

- ◆ Designed and implemented evaluation of current tours
- ◆ Created and nurtured relationships with local organizations to explore opportunities for collaboration on Alzheimer's program
- ◆ Developed web-friendly curriculum materials for new tours; updated and adapted existing curriculum materials for older tours to web-friendly format
- ◆ Wrote grant proposal for teacher development program

"...occasionally,  
someone joins the  
team with a natural  
flair and thoughtful  
approach to  
interpretation. Michal  
Rachlin is someone I  
would place among  
that elite corps, the  
ones who appear to  
be born to the role."  
Pete Yancone  
Director of Education  
Maryland Science  
Center

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## Intern, OASIS

Hyattsville, MD September 2007 – December 2007

- ◆ Designed and prepared three-part program on immigration, including a visit to Smithsonian American Art Museum
- ◆ Prepared grant proposal for overall program growth

## Intern, Kids on the Hill: Art Action for Social Change

Baltimore MD August 2007 – December 2007

- ◆ Organized, managed, coordinated, and monitored tasks to meet deadlines for grants and budgets
- ◆ Interviewed and supervised volunteers
- ◆ Prepared memos, outgoing letters, press kits, and mail for distribution
- ◆ Managed front desk and resolved inquiries via telephone, email, correspondence, or in person

## Docent, Frederick Douglass-Isaac Myers Maritime Park Museum

Fells Point MD January 2006 – July 2006 (intern); July 2006 – December 2006 (docent)

- ◆ Implemented educational and public programs
- ◆ Assisted with museum development activities leading to the opening of and early programming in the museum
- ◆ Created and maintained Access photo archive database for docent reference library

## Teacher Assistant, Towson University Student Daycare Center

Towson MD June 2004 – June 2006

- ◆ Assisted teachers with classroom activities, including preparing and leading lessons, assisting students with schoolwork, and overseeing free time activities

## HONORS:

- ◆ Summa Cum Laude (Towson University, 2007), Dean's List (Towson University 2003-2007), Alpha Kappa Delta [Sociology Honor Society] (Towson University, 2006), Golden Key International Honor Society (2005), National Society of Collegiate Scholars (2005), National Art Honor Society (2003), National Honor Society (2003)

## SKILLS:

- ◆ Conversational in Hebrew
- ◆ Mac and Windows Operating Systems, Microsoft Office, PowerPoint, HTML, PHP, Internet, Photoshop, iWork.

## VOLUNTEER EXPERIENCE:

- \* Project Sunshine New York, NY August 2009 – Present
- \* Habitat for Humanity, Bergen County Bergen County, NJ July 2009– Present
- \* Family House Pittsburgh, PA January 2009 – May 2009
- \* Phipps Conservatory and Botanical Gardens Pittsburgh, PA August 2008 – May 2009
- \* ¡Adelante Niñas! and The Shadow Puppet Workshop Montgomery County, MD March 2008
- \* Levindale Geriatric Center Baltimore, MD June 1999 – July 2007

References available upon request.

*"... this [program] was exceptional due to Michal's style, preparation, presentation and interaction with the group... Michal is a natural teacher... In my opinion, she is the best that I have been privileged to enjoy." OASIS participant*