

Dermot Whittaker
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University of Virginia, Charlottesville, B.A. (honors) in philosophy / Fitchburg State College, M.A.T. in history

- 10/2010-present **Contract: Database/Sales/Editing, Enigma**, 200 Wheeler Road, Burlington, MA 01803. 781-273-3600.
- Create Access queries and reports to facilitate monthly marketing report on accounts, contacts, campaigns, and emails.
 - Apply marketing criteria to acquire new contacts; handle initial responses to marketing emails. Designed keyword analysis queries in Access to assess responses.
 - Cleaned 14,000 records in two databases and consolidated in single database. Tools used: Access, Manticore, Salesforce. Continue monthly data cleaning.
 - Edit technical documents for language and consistency of style.
- 6/2007-present **Volunteer and member, Old Schwamb Mill**, 17 Mill Lane, Arlington, MA 02476. 781-643-0554.
Elected to Board of Directors, April 2010.
- Obtained Research in Inventory Grant from Mass Humanities; assessed, housed, cataloged, and wrote finding aid for Clinton W. Schwamb Company business records, 1869-1920. Processing of records post 1920 is ongoing.
 - Created OSM's first membership/visitor database, with updateable mailing list, email list, and donation/volunteering history. Assumed responsibility for membership and fundraising mailings, 2010.
 - Creating research database of Schwamb Mill workers, 1864-1969, using the Mill's processed business records and external sources.
- 7/2008-7/2010 **Archives Assistant, American Academy of Art & Sciences**, 136 Irving St., Cambridge, MA 02138. Main number: 617-576-5000; Human Resources: 617-576-5092.
- Provided database expertise, project organization, document processing, and cataloging during establishment of first permanent archive of the Academy (two years, grant-funded).
 - Combined 1400 box storage records from four electronic sources in a single, searchable database to track documents and artifacts in archives and off-site storage. Designed data-entry forms to speed up content description. Wrote queries and reports to assist in box transport and review, off-site assessment, and document retrieval, grant application planning. Database currently holds 2100 box records.
 - Rehoused, cataloged, and wrote finding aid for documents in Series 10 Financial Administration, 1780-ca. 1947, including ledgers, journals, invoices, receipts, insurance policies, tax and banking records. Completed authority work for series as processed.
 - Described over 1000 boxes of archival materials for research and future cataloging. Examples: Academy and *Daedalus* project publications (ca. 1870-present), administrative and curatorial card catalogs (1900-1980), Rumford Committee letterbooks (ca. 1898-1921), member card files (ca. 1900-1986), deceased member files (ca. 1930-2000).
 - Created database of Academy publications, including serial publications, and their relationship to past research projects. Researched project histories as needed to provide accurate context. Inventoried current holdings, including significant overstock not needed for the archive.
 - Conducted off-site assessment of 660 record storage boxes (date range 1785-2001) with colleague.
 - Created (in collaboration with colleague) databases to document and display images of curatorial items and artwork, and to organize events in Academy history with related illustrations from the archives.
 - Researched and wrote This Week in Academy History (weekly in-house chronology of past Academy events, paragraph length). Designed data feed, HTML-mockup, and editorial approval process for on-line edition, This Month in Academy History (www.amacad.org).
 - Cleaned and corrected 17,000 historical member data records; created database to manage information about the historical membership. Designed and documented data feed for merged Book of Members; troubleshot process and wrote documentation.
 - Supervised two interns on separate projects: pilot processing of 1947 conference records, and consolidation and processing of deceased member files. Designed daily agenda, provided feedback and evaluation.

TEACHING, WRITING, MUSEUM WORK 2005-2008

12/2005-6/2008 **Contract/Internship, USS Constitution Museum**, Charlestown Navy Yard, Building 22, Charlestown, MA 02129. 617-426-1812. (Mailing Address: USS Constitution Museum, P.O. Box 291812, Boston, MA 02129-0215.)

- Under contract, designed database to give staff and researchers access to 1812-era POW records and sailors protection certificates. Original dataset collected in the 1970s by historian Ira Dye. Combined records, displayed all coded verbal descriptions, analyzed records and linked records belonging to the same prisoner.
- Under contract, analyzed muster rolls and created database for use by interns entering British crew data for four defeated vessels.
- Transferred 7000 surgeon's journal entries (1812-13) to self-designed database for analysis and incorporation with existing sailor research at Museum. Conducted data separation and initial analysis.

Internship, Griffin Museum of Photography, 67 Shore Road, Winchester, MA 01890. 781-729-1158.

- Conserved and cataloged Arthur Griffin's Armstrong Roberts stock photo collection.
- Created keyword searchable database with image display for 2000+ black-and-white negatives and 2000+ Armstrong Roberts transparencies.
- Archives Committee, 2008-2009.

Adjunct Instructor

- Fitchburg State College, Fitchburg, MA (US History II). 2006-2007.
- Newbury College, Brookline, MA (World Civilization, 1500-present; Advanced English Composition). 2006-2007.

Freelance writing and editing, Dec. 2005 - present

- Articles have appeared in *India New England*, *Middlesex Beat*, *Reader's Review of Young Adult Literature*.

8/1998-12/2005 **Assistant to the Dean for Academic Affairs, Friedman School of Nutrition Science and Policy, Tufts University**, 150 Harrison Ave., Boston, MA 02111. 617-636-3703.

- Led preparation for external academic review of eight graduate degree programs, creating learning objective database for all Friedman School courses, assembling statistics and facts on each program, scheduling three-day site visit and interviews.
- Redesigned two-day student orientation to include small group, interactive activities, providing more meeting opportunity for students and faculty and efficient handling of campus tours, email registration, ID photos, etc.
- Created first student photo directory for the Friedman School and updated annually.
- Designed and maintained databases: student internships, faculty appointments, course offerings, seminars, course evaluations, qualifying exams.
- Coordinated transition from paper to online evaluation system, working with Health Sciences campus database staff. Designed reporting form and summary reports as needed for academic dean. Developed evaluation access policy to meet faculty and student information needs.
- Organized weekly graduate seminar: invited speakers, planned topics, publicized series online and in print.
- Assembled data for grant applications, government reports, advancement efforts -- for example, designed and drafted illustrated report on student overseas internships for potential donors.
- Drafted agenda, minutes and supporting documentation for Curriculum and Degrees Committee, Appointments and Promotions Committee, faculty meetings and governance committee. Organized faculty nominations/elections.
- Coordinated following activities: faculty appointment, review and renewal; student petitions and forms; skills workshops; alumni and student surveys; special academic programs.

- 9/1996-
8/1998 **Adjunct Instructor, Quincy College**, 34 Coddington St., Quincy, MA 02169. 617-984-1700.
- Taught U.S. History I and II, Western Civilization I and II, International Relations, Introduction to Journalism, Composition I. Incorporated essays, journals, small group discussions, primary source readings, and selective use of video and audio in survey courses; spoke on Irish attitudes toward education in Boston as part of Quincy College lecture series.
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- 3/1996-
9/1996 **Associate Editor, *The Long Term View*, Massachusetts School of Law**, 500 Federal St., Andover, MA, 01810. 978-681-0800.
- Managed day-to-day operations at public affairs journal. Produced two issues from initial copy to blue sheets, and proofed. Established first journal-wide consistency and style guide.
 - Recruited contributing writers and edited their work. Recruited 16 writers/interviews for two issues (e.g., congressmen Barney Frank, Mark Souder; academics Amitai Etzioni, William Tilchin; health figures Dennis O'Leary, Lauren Dame).
 - Designed and posted first website for *The Long Term View* using HTML.
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- 9/1993-
8/1995 **Graduate Assistant, Fitchburg State College**, 160 Pearl St., Fitchburg, MA 01420. 978-665-3151.
- (degree
complete
12/1995)
- ENGLISH: Associate editor in charge of undergraduate reviewers, *Readers Review of Young Adult Literature* (Dr. Marilyn McCaffrey, editor). Coordinated Robert Cormier Symposium, a regional conference attracting over 150 teachers and researchers; prepared multimedia exhibits, brochures, programs, *Monument Times* model newspaper.
 - HISTORY: Ran study groups and served as guest lecturer as teaching assistant for Dr. Harriet Alonso, U.S. History 1865-present, fall 1994. Assisted Dr. Alonso as reader for textbook *A People and A Nation*.
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- OTHER
- (2007-present) Member, New England Museum Association.
 - (1996-97) Subcommittee on classroom size, Office of Superintendent, Acton Public Schools, Acton, MA.
 - (1991) Bicycle tourist, France, Spain, Belgium.
 - (1987-90) Teacher, Grades 5-8, Our Lady of the Presentation School, 3 Tremont St., Brighton, MA 02135.