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ANDREW W. WILHELME

EDUCATION

Graduate Certificate in Archival Administration, Wayne State University, expected completion 2022

- 4.0 GPA.
- Researched, composed text, and helped design “We Fought our Own War: The Arsenal of Democracy,” a student exhibit at the Detroit Historical Museum.
- Developed metadata analysis and audiovisual description techniques and skills collaborating with archivists at the Walter P. Reuther Library to improve its Virtual Motor City digital image collection.
- Researched and authored text for a blog post for the Walter P. Reuther Library promoting its Virtual Motor City digital image collection.

Master of Science in Historic Preservation, Eastern Michigan University, 2010

- Graduated with a 4.0 GPA.
- Researched and composed texts to six State of Michigan Historical Markers as an inaugural participant in the partnership between the Michigan Historical Commission and Eastern Michigan University to continue Michigan’s Historical Marker Program.
- Learned hands-on historic preservation techniques at a field school at the Goll Homestead in the Goll Woods State Nature Preserve, Archbold OH.
- Acquired and demonstrated skills in historic property and landscape research methodology and documentation, including both Historic American Buildings Survey and Michigan Above-Ground Survey formats, by collaborating on an Historic Resource Survey and a Cultural Landscape Report for the Village of Elk Rapids, MI.
- Achieved expertise in historical research and historic resource survey techniques documenting the Deyoung Farmstead, Elmwood Township, MI in partnership with the Leelanau Conservancy.
- Engaged in historic resource planning and community outreach as a participant in a design charrette with local residents and the Leelanau Conservancy concerning the future use of the Deyoung Farmstead, Elmwood Township, MI.
- Gathered further experience documenting historic properties collaborating on an Historic Structure Report of the Dougherty House in Peninsula Township, MI.

Bachelor of Arts in History, University of Michigan, 2002

- Gained graduate level research and writing skills participating in a senior colloquium on Detroit in the Industrial Era taught by the Director of the University of Michigan’s Bentley Historical Library, Dr. Francis X. Blouin.
- Learned primary source research methods and techniques using the Bentley Historical Library to produce a senior thesis on Depression Era Detroit Mayor and Michigan Governor, Frank Murphy.

EMPLOYMENT HISTORY

Northwestern Michigan College (NMC), Archives Internship June 2021

- Initiated a project for the College Archivist to arrange and describe NMC records using PastPerfect collection management software.
- Developed instructional guide for NMC Archives staff to create accession and catalog records using PastPerfect collection management software.
- Guided NMC Director of Library Services on best practices for archival arrangement and description.

Wayne State University, School of Information Science Alternative Spring Break Program 2021

- Analyzed oral history recordings and edited transcriptions for the Walter P. Reuther Library's COVID-19 Oral History Project.

Zingerman's Delicatessen 1996–present

- Promoted from entry level position to department manager and business leader over a 25 year career. Transitioned away from management position in 2020 to return to academia.
- Successfully managed a \$500K labor and \$3M food cost annual budget and directed a staff of 16 people who make food for a business with \$16M in annual sales.
- Collaborated with business leadership to write annual financial and strategic plans.
- Researched and wrote informational guides on food history for internal education and external promotion. Several of these guides earned staff awards for excellence in writing.
- Practiced Zingerman's approach to customer service in all interactions.

PROFESSIONAL MEMBERSHIPS AND VOLUNTEER EXPERIENCE

Society of American Archivists

- Member since 2020
- Wayne State University Student Chapter Treasurer

Michigan Archival Association

- Member since 2020

Historical Society of Michigan

- Member since 2015
- Local History Conference Attendee

Ypsilanti Historical Museum and Archives. Ypsilanti, MI August 2021-present

- Appraised and processed three boxes of records of former Ypsilanti Mayor, Pete Murdock.
- Initiated a project to document the holdings of the archives to better facilitate accessibility

Second Baptist Church. Detroit, MI August 2021-present

- Appraised, digitized, and created metadata for historically significant records.

REFERENCES

Kimberly Schroeder - Lecturer and Coordinator of the Archival Administration Certificate Program. School of Information Sciences, Wayne State University. Email: ag1797@wayne.edu. Phone: 313-577-9783

Troy Eller English - Society of Women Engineers Archivist. Walter P. Reuther Library. Wayne State University. Email: au2050@wayne.edu. Phone: 313-577-2863

Kerrey Woughter - Director of Library Services. Northwestern Michigan College. Email: kwoughter@nmc.edu Phone: 231-995-1063