

**EXPERIENCE**

- Education Development Center** 2009 – 2012  
Curriculum/Instructional Design Associate
- Developed integrated science units for the cross-disciplinary high school program of study Digital / Media / Arts.
  - Developed high school curriculum materials for *Working Toward Sustainability*, a series of modules on alternative energy topics.
  - Wrote and piloted curricula for high school science teacher professional development workshops.
- Freelance Writer/Editor** 2009 – 2011
- Wrote, edited, and proofread text for various clients, including Wheaton College, Content Design Collaborative, Jan Crocker Museum Associates, and Elysium Digital.
- Museum of Science, Boston** 1999 – 2008  
Exhibit Developer
- Developed interactive, object-based, and multimedia exhibit components.
  - Researched and wrote concept documents, content outlines, and exhibit labels.
  - Edited grant proposals, curriculum materials, evaluation reports, and other documents.
  - Tested exhibit prototypes with visitors and incorporated feedback.
  - Served as project manager for two teacher professional development projects.
  - Planned and implemented a series of workshops for Museum volunteers on exhibit development and learning in museums.
- Program Manager, Cahners ComputerPlace
- Developed interpretive demonstrations, hands-on activities, and new exhibit components.
  - Curated an exhibition of cartoons about computers and information technology.
  - Hired, trained, and supervised volunteers, interns, and staff.
  - Reviewed and selected educational software for exhibit.
  - Launched several new initiatives including activity boxes, a young learners area, and collaborations with the Computer Clubhouse and Discovery Center.
- North Carolina Museum of Natural Sciences** 1999
- Developed concepts, researched, and wrote scripts for exhibit labels and computer interactive exhibits on a variety of natural science topics.
- Smithsonian Institution, Institutional Studies Office** 1998
- Worked on front-end and summative evaluations, using quantitative and qualitative data.
- North Carolina Museum of Life and Science** 1996 – 1997
- Developed and taught hands-on science programs for school groups, summer programs, and teacher workshops, on topics in the natural and physical sciences.

## EDUCATION AND TRAINING

### Postgraduate Coursework

Tufts University/Museum of Science, *Technology and Engineering for Educators*

Harvard Extension School Center for Museum Studies, *Museum Exhibition*

George Washington University Museum Studies Program, *Museum Evaluation*

### Professional Development Workshops

- *APE (Active Prolonged Engagement) Workshop*, Exploratorium
- *Delivering Technological Literacy in the Classroom*, workshop offered through the ITEA's Technology for All Americans Project
- *Models and Designs: An Institute for Museum of Science Educators*
- *Copy Editing*, course at Brookline Adult and Community Education
- *Using Labels to Reach Your Visitors*, workshop with Judy Rand
- *The Big Idea*, workshop with Beverly Serrell

### Duke University, Master of Public Policy

Master's Thesis: Alternative Certification of Science and Math Teachers

Departmental Fellowship Recipient, GPA 4.0, Faculty Award for Overall Excellence

Presidential Management Internship Program Finalist

Coursework included education policy, statistics, program evaluation, and survey research methods

### Princeton University, Chemical Engineering, B.S.E.

University Research Grant Recipient, Class of 1876 Prize Debate Winner

## PROFESSIONAL AND VOLUNTEER ACTIVITIES

Zervas Elementary School Science Week Co-Chair, 2010

Guest lecturer on Quantitative Analysis, Harvard Center for Museum Studies course on *Visitor Studies*, 2005

Certified Environmental Educator, North Carolina Office of Environmental Education, 2004

Trustee, Duke University, 1996-1999

Publication: Timberlake, Susan A. "The Effect of the Government Performance and Results Act on Museums." *Visitor Studies Today!* Volume II, Issue 2, Summer 1999