

SUSAN Elaine FLOREK

Contact: via portfolio contact page
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OBJECTIVE

After receiving a Masters in Public History, where I have utilized and developed my skills in film and website management, I obtained my 2nd Masters in Humanities with a total GPA of 3.98. To add to this education, I have obtained two graduate certificates, one in American History and the 2nd in Nonprofit Management. I have demonstrated proficiency in writing, communication, museum presentation, historical preservation, digital archiving, and video production during my studies and can offer technical communication support and virtual presentation production to educate and inform the public and students in all aspects on American history.

EDUCATION

MA American Public University, Humanities 2026

Coursework included: Studies in Ancient Greece, The Renaissance, The Enlightenment Philosophy, 19th Century poetry, Modern Popular Culture, History of Science, History of Religion including essays and video productions.

MA American Public University, Public History 2020

Coursework included: Archives and Manuscript Management, Theory and Practice of Oral History, History, Theories, and Contemporary Issues in Historic Preservation, Museum and Exhibition Culture, History and Digital Preservation.

BA Temple University, Journalism/Film 1994

Coursework included: Film making, Film editing, Screenwriting, Radio production, and Television production.

PROFESSIONAL TRAINING AND CERTIFICATES

Graduate Certificate in Nonprofit Management, American Public University, 2026

Coursework included learning about all aspects in starting and maintaining a nonprofit organization and understanding the laws associated with such activity resulting in a business website.

Graduate Certificate in American History, American Public University, 2020

Coursework included: History of Colonial America, The American Revolution in Context, Antebellum America: Prelude to the Civil War, The Civil War: Seminal Event in American History, The United States in the 20th Century.

Volunteer Training for Park Guide, National Park Service 2016

Training included: Park Guide duties such as instructional talks to visitors, customer service, crowd control, presentation management, and visitor guidance at Independence National Historical Park locations including the Liberty Bell Center, Independence Hall, West Wing Documents, Benjamin Franklin Museum, and the Edgar Allan Poe National Historic Site.

RELATED EXPERIENCE

Website Design and Management

2008 – 2016

Sole Proprietor

Responsibilities included: Meeting with clients to negotiate contract, design website, insert applications and instruct clients on how to utilize applications, manage website, and manage future alterations and security fixes.

Tour Guide

2009

'76 Carriage Company

Responsibilities included: Researching tourist locations in the Historic district in Philadelphia and operating a horse-driven carriage while lecturing visitors on local history.

PROFESSIONAL AFFILIATIONS

Historical Society of Pennsylvania, member, 2017-2018

Independence Historical Trust, member, 2017-Present

Museum of the American Revolution, Museum Circle member, 2017-2019

American Printing History Association, member, 2019-Present

Philadelphia Architects and Buildings, subscriber, 2017-Present

Philadelphia Archaeological Forum, member, 2017-Present

The German Society of Pennsylvania, associate, 2017-Present

The King's Highway Trust Foundation, supporter, 2017-Present

Hidden City Philadelphia, member, 2019-Present

HONOR SOCIETIES

Golden Key International Honor Society since 2017

Pi Gamma Mu International Honor Society since 2018

Historical Studies Honor Society since 2018

The Saber and Scroll Historical Society since 2019

REFERENCES

Available upon request