
Michelle Bard

Historic Preservationist

404-403-8019

LeedesLady@aol.com

[linkedin.com/in/michellebard/](https://www.linkedin.com/in/michellebard/)

Experience

Graduate Student Projects

August 2020-April 2022

- Burns Cottage Documentation for the Historic American Buildings Survey, HABS
- CAD Documentation
- Historic Building Survey – Beavers House, Campbellton, Fulton County
- Historic Resource Survey – Virginia Highland Area
- Structure from Motion Documentation – Falling Water
- Terrestrial Laser Scanning – Hopewell Baptist Church

Atlanta Urban Design Commission

September 2021 – April 2022

Graduate Research Assistant Intern

- Researched cemeteries in the boundaries of the City of Atlanta in order to build a database for the Atlanta Cemetery Network project.
- Surveyed historic homes in the North Boulevard Park area of Virginia Highland to contribute to a Historic Designation Report.
- Researched the historic Philadelphia School for segregated African American children in Cascade Heights and created the Landmark Designation Report.

Georgia Trust for Historic Preservation

September 2020 – April 2021

Graduate Research Assistant Intern

- Processed applications for the Places in Peril program, the Callahan Grant, and the Preservation Awards. Wrote summaries of each project. Created Power Point presentations for committees and the Board.
- Researched and wrote articles for social media on prominent African American and Women from Georgia

National Conservancy for Historic Restaurants

June 2020 - Present

Research and Development

- Conducted extensive research to build the original database of historic restaurants for the NCHR.
- Developed classification types and other parameters to identify at least 3 candidates for each state including Washington, D. C.
- Developed the roll-out list for the Conservancy's debut, creating a "50 for 51" list choosing a "marquee" restaurant for each location.

Fulton County Schools

December 2014 – December 2019

Substitute Teacher

- Substitute teacher for various classes mostly in the subjects of social studies, foreign language, music, & math.

Atlanta History Center

February 2002 – May 2005

Executive Administrative Assistant

- Assistant to CEO, COO, Vice President of Development, and the Board of Trustees
- Served as the CEO's primary liaison and initial point of contact with all part-time and full-time employees of the Atlanta History Center, with trustees and volunteers, with contractors, and with all others having business with the CEO
- Administrative and phone duties in the CEO's office, minute taking, handling mass mailings, travel planning, meeting planning and coordination, and gift acknowledgements
- Provided project support to the various departments at the History Center
- Participated in the Museum Fellows Program

Victoria & Albert Museum

September 2000 – December 2000

Furniture & Woodwork Department Intern

- Audited the entirety of the Buildings and Craftsman files for the V&A, and transferring card catalog information into their computer system

Atlanta Medical Heritage, Inc.

August 1998 - August 2000

The Academy of Medicine

Meeting Services Coordinator

- Provided tours of the historic building
- Contracted it out for functions
- Coordinated wedding, social, and business events
- Contributed to membership newsletter

- Processed memberships for Atlanta Medical Heritage
- Administrative and phone duties
- Bookkeeping.

Education

Georgia State University

- *B.A. in History and Art History – 2001*
- *Masters in Heritage Preservation, concentration in Historic Preservation - 2022*

Skills

- Agisoft Metashape
- AutoCAD
- Adobe
- ArcGIS
- Architectural History
- Event Planning
- Customer Service
- Landmark Designations
- Leadership Skills
- Management Skills
- MS Office
- Organizational Skills
- Photogrammetry
- Survey Reports

Volunteer Experience

Girl Scouts of Greater Atlanta

Service Unit Director – Milton

2010-Present
May 2016 - May 2020

- Coordinated all Girl Scouts and Troops in Milton
- Handled yearly recruitment and retention of an average of 300 scouts annually
- Programmed continuing education for area leaders
- Developed and taught relevant content to area leaders and volunteers

Annual Fund Chair - Roswell Service Unit

June 2011- May 2013

- Managed the Annual Fund for the troops comprising the Roswell Service Unit
- Advised troop leaders on increasing their troop donations
- Exceeded set goal each year by gathering donations totaling over \$20,000.

Fall Product Manager - Roswell Service Unit

June 2013 – May 2016

- Managed the Fall Product Sale for the Girl Scouts of the Roswell Service Unit.
- Advised and guided troops in the sale, encouraging top participation
- Coordinated all ordering and pickup of items sold
- Coordinated the delivery of all incentives.

Troop Leader (2 troops) May 2010-Present

- Plan, coordinate, and execute all activities for the troop.
- Have become certified in tent camping, outdoor cooking, and 1st Aid/CPR.

Cross of Life Lutheran Church

COL Choir September 2007-2020

COL Handbell Choir September 2007-2020

Endowment Committee January 2011-2019

- Met with Endowment Board to consider grants.
- Monies were given to local, national, and world-wide needs.

Adult Classes Teacher

Religion in Art courses

- Developed and taught classes during the Sunday School hour for parishioners
- Developed and taught *Religion in the Art of the Italian Renaissance*.
- Developed and taught courses on church architecture, Northern Renaissance religious art, Early Christian art, Medieval Art, and Byzantine and Gothic Art.

Hiring Committee March-July 2012, Oct-Dec. 2016

- Participated on the committee to hire the new Music Director for the church.
- Helped create and refine job posting
- Released the posting to various universities with valuable music programs
- Coordinated the interviews for the applicants.

Funeral Reception Chair July 2010-December 2012

- Planned and executed all receptions for funerals taking place at Cross of Life Lutheran Church.
- Recruited volunteer staff
- Coordinated food donations, set-up, break down, and execution of the receptions.