**Shannon Kira McMillan**

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**Portfolio:** <https://skmcmillan2002.wixsite.com/shannon-mcmillan>

**Professional Summary**

**Museum & Heritage Professional | Collections & Research | Digital & Physical Archiving**

Passionate History and Religious Studies graduate with hands-on experience in museum collections, heritage preservation, and research. I have a strong interest in Natural History, Georgian, Tudor, Religious & Theological collections—particularly Medieval Abrahamic Religious Artefacts—and Fashion History. Skilled in artefact management, visitor engagement, and developing interactive, inclusive museum experiences.

**Data Entry & Research**

Seeking part-time data entry roles, with experience in databases, document organisation, and research from academic and professional projects. I bring strong attention to detail, organisation skills, and interpersonal abilities, ensuring efficiency and accuracy in managing information.

**Education**

**Certificate of Higher Education (CofHE) in History & Religious Studies**

University of Gloucestershire, Cheltenham, Gloucestershire | September 2021 – May 2024

* Enrolled on the BA (Hons) History and Religious Studies programme.
* **Awarded a Certificate of Higher Education** in recognition of academic progress and achievements.
* Developed key skills in **historical research, academic writing, source analysis, and theological inquiry.**
* Discontinued in final year due to **personal circumstances.**

**A Levels**

Kirk Hallam Community Academy Sixth Form, Kirk Hallam, Derbyshire | September 2019 – May 2021

* **Religion, Philosophy, and Ethics; History;** English Literature

**GCSEs**

Kirk Hallam Community Academy, Kirk Hallam, Derbyshire | September 2014 – July 2019

* Maths, English Literature & English Language
* **Religion, Philosophy and Ethics; History;** Computer Science

**Work Experience**

**Events Support Volunteer**

Sheffield Museums Trust, Sheffield – On-site | June 2025 – Present

* Supporting **events and public engagement initiatives,** gaining hands-on experience in **audience interaction, event delivery, community outreach and museum interpretation.**
* There is also **potential for future involvement in collections care or archiving** with the Museums Trust.

**Freelance Data Entry, Research & Typing**

Freelance – Remote | December 2024 – Present

* **Manage data entry** using Excel, Google Sheets, and databases.
* **Conduct research** for reports and projects.
* **Transcribe documents and scanned documents** with accuracy.

**Literary Festival Volunteer**

The Poetry Archive, London – On-site | 31May 2025

**Khushwant Singh Literary Festival 2025 - Launch of the Poetry of South Asia Collection Webpage**

* **Greeted attendees** and assisted at registration areas.
* **Distributed materials and encouraged** sign-ups and survey responses.
* **Collaborated with event staff** to ensure smooth delivery.

**Research & Data Management Volunteer**

The Poetry Archive – Remote | October 2024 – May 2025

* **Developed four poet profiles for the Poetry of South Asia Collection** through literary research, content curation, and digital archiving.
* **Researched and compiled bibliographic information, awards, and career highlights** for Arundhati Subramaniam, Daljit Nagra, Moniza Alvi, and Amarjit Chandan.
* **Conducted a full audit of 571 poet records,** producing a structured birthday database to support internal research and planning.
* **Designed a comprehensive, cross-referenced spreadsheet** with monthly columns, covering March to August initially, later extended to include September to February.
* **Credited and quoted** on the official Poetry of South Asia Collection webpage for contributions to digital research and editorial work – **my contributions are linked on my Portfolio** **in the Professional Work section.**

**Museum & Collections Work Placement**

Holst Victorian House, Cheltenham, Gloucestershire – On-site | March 2024 – March 2024

* **Gained hands-on museum and collections experience** as part of the *Engaging Humanities* module in my third year of university.
* **Developed research and workplace skills** with a focus on careers in history and heritage.
* **Digitised over 100 physical artefacts** related to Gustav Holst’s life, ensuring accessibility, improving inventory management, and aiding museum organisation.

**Career Break: Personal Goal Pursuit**September 2021 – May 2024 | Cheltenham, Gloucestershire

* **Completed studies to enhance personal and academic development**, focusing on history, religious studies, and heritage.

**Museum Assistant (Volunteer)**

Erewash Museum, Ilkeston, Derbyshire – On-site | July 2019 – February 2022

* **Provided customer service and visitor support,** developing interpersonal skills and increasing knowledge of first aid, fire drills, and defibrillator use.
* **Planned, organised, and facilitated children's arts & crafts activities for over 200 guests weekly**, engaging children and families.
* **Managed front-of-house operations,** welcoming visitors, providing event information, and answering queries.
* **Supported fundraising efforts,** selling books from the museum’s library and encouraging donations to support the children’s activities and the museum as a whole.
* **Assisted in the museum café,** maintaining cleanliness, preparing hot food, and serving customers.

**Skills**

* **Museum & Heritage Management:**Collections Care, Artefact Documentation, Digitisation, Archive Management, Public Engagement
* **Digital & Administrative Skills:**Social Media, Content Creation, Data Entry, Metadata, Spreadsheet Auditing
* **Research & Data Management:**Historical Research, Online Research, Cataloguing, Digital & Physical Archiving
* **Communication & Collaboration:**Teamwork, Event Coordination, Experience Working With Children
* **Problem-Solving & Organisation:**Adaptability, Project Management, Multitasking, Resilient, Quick Thinker, Creative Problem Solver

**Certifications and Professional Development**

**Historical and Cultural Studies**

* **Medieval History: Art and Architecture** - Alison Courses, April 2025
* **The History of Contemporary Art** - Alison Courses, March 2025
* **A History of Royal Fashion -** Future Learn (University of Glasgow & Historic Royal Palaces), August 2020
* **Radical Spirituality: The Early History of the Quakers -** Future Learn (Lancaster University), May 2020

**Business and Technology Skills**

* **Customer Relationship Management -** Great Learning, December 2024
* **Social Media Management -** Great Learning, November 2024
* **Research Data Management and Sharing -** Coursera (University of North Carolina & University of Edinburgh), October 2024

**Resilience and Personal Growth**

* **Self-Study Resilience Course -** EtonX, May 2020