# PROFESSIONAL SUMMARY

* 2+ years experience in Archives, both digital and analogue
* Digital Archives Specialist Certification since 2014, Society of American Archivists (SAA)
* Certified in 3D scanning and printing
* Published archival cookbook anthology on Biblioboard platform

# EDUCATION

**Master of Library Science, Archives and Digital Curation** 2017

University of Maryland – College Park, MD, United States

Cumulative GPA: 3.675; coursework includes *Digital Curation in Cultural Institutions*, *History of the Book*, and *Digital Preservation*

**Bachelor of Arts, Archaeological Studies** 2011

Oberlin College – Oberlin, OH, United States

Coursework in classics and anthropology; field study in Italy

# EMPLOYMENT HISTORY

# Digital Archivist October 2015-Present

University of Maryland-College Park, MD

* Digitized a range of archival materials based on patron requests before cataloging with Fedora.
* Materials included books, oversize pieces, photographs, slides, film, artifacts, audio CDs, cassettes and reel to reel.

**Digital Archivist** Jul 2013-Present

St. John’s Episcopal Church - Washington, DC

*Established in 1796, St. John’s serves over XX,XXX parishioners through Sunday services, a pre-school, and historic archives.*

* Processed 1600+ archival materials before cataloging with Luminarc, the proprietary software of The History Factory.
* Digitized parts of collection including 19th century manuscripts and photographs.
* Converted textbook scans to PDF and compiled them into electronic multi-page documents.
* Trained co-workers on software.

**Folklife Archives Intern** Jan 2012 – Jul 2012

Smithsonian Center for Folklife and Cultural Heritage **-** Washington, DC

*Home of Smithsonian Folkways recordings and the Folklife Festival, the Center promotes sustaining grassroots communities.*

* Arranged and rehoused segments of the Moses and Frances Asch Collection.
* Performed data entry for the Ralph Rinzler Collection.
* Catalogued photographs of the Smithsonian Folklife Festival.

**Social Media Intern** Sep 2011 – Dec 2011

International Child Art Foundation- Washington, DC

* Managed company social media pages.
* Wrote and edited articles for the organization’s ChildArt magazine.

**Map Imaging Intern** Mar 2010 – Apr 2010

Smithsonian Natural History Museum – Washington, DC

* Scanned Alaskan roadmaps from circa 1950 and manipulated them in Adobe Photoshop.
* Catalogued maps for XXXXX collection.

# SKILLS

* Adobe Photoshop
* digitization
* Social Media – Facebook, LinkedIn, and Twitter
* Cataloging

# PROFESSIONAL AFFILIATIONS

International Association of Sound and Audiovisual Archives