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EDUCATION

Master of Science, University of Illinois, Graduate School of Library and Information Science, Champaign-Urbana, IL, 2008.

Certificate in Special Collections, University of Illinois, Graduate School of Library and Information Science, Midwest Book and Manuscript Program, Champaign-Urbana, IL, 2008.

Bachelor of Arts, Environmental Studies (History minor), Oberlin College, Oberlin, OH, 2003.

SKILLS

- Archival and library data management software abilities in Archivists' Toolkit, Archon, LibGuides, and Camtasia software.
- Fluent in ILS' Voyager and Millennium, as well as OCLC Connexion.
- Skills in using MARC to catalog monographic, archival, audiovisual, and electronic materials, and in applying rare book (dcrm(b)) and modern (AACR2) rules.
- Proficiency in Microsoft Office, web-browsers Chrome, Explorer, and Firefox, and Adobe Bridge, Photoshop, Lightroom, and Dreamweaver.
- Understanding of HTML, CSS, XML, and Java.
- Expertise in utilizing audio editing software Wavelab, Soundforge, and Audacity; media encoding programs (Cleaner XL); and CEDAR restoration hardware.

EXPERIENCE

Archivist (Acting), Federal Reserve Bank of BigCity Research Library, BigCity, ST, November 2012-present.

- Researched and produced archivally-oriented content in collaboration with numerous individuals across bank departments and districts, and processed finding aids, oral histories, and historical materials for the web.

Special Collections and Archives Assistant, State Supreme Court Library, BigCity, ST, July 2011-present.

- Processed special collections, and assisted in creating finding aids, archival material displays, and web-based digital exhibitions.

On-Call Librarian, City Public Library, City, ST, January 2011-present.

- Performed personalized reference assistance to a diversity of individuals in the Arts and Music department and at branch libraries.

Music Archives Volunteer, Metro Area, ST

- *Other Places*, BigCity, ST, October 2012-November 2012: Cataloged numerous archival sound recordings using Filemaker on behalf of new music nonprofit.
- *University Music Library*, City, ST, June 2011-March 2012: Organized, arranged, and processed a famous composer's papers, creating a finding aid for access via the Online Archive.

Researcher/Editor, Grantstation.com, Fairbanks, AK, March 2011-November 2012.

- Researched, produced, and updated international and U.S.-based funder profiles and website pages for organization that connects grantmakers and grantseekers.

Database Technician and Editor, Metro Area, NV.

- *Community Ventures*, BigCity, NV, October 2010-November 2010: Created and edited a wide-ranging database of NV-based companies' investments, coordinating the transmission of data for report produced on behalf of the state's retirement system.
- *LandShopper*, Somewhere, NV, December 2009-February 2010: Performed extensive data entry for web-based real-estate market information service, creating numerous data points comprising diverse properties.
- *Nonprofit Agency*, East Nowhere, NV, October 2009-September 2010: Updated master database, edited metadata for website debut, and assisted organization's founder in defining subject classification series as a volunteer.

Music Archivist, Music studio of composer XYZ, Fairbanks, AK, August 2012, September 2011, July 2010, May-June 2009, and August 2008.

- Organized and cataloged print and audio materials in the personal archives of the composer XYZ, including preparation of digital documentation.
- Assisted in the digitization of musical manuscripts and reel-to-reel recordings, creating accompanying database files for long-term storage and access.

Rare Book Cataloger, UIUC Rare Book & Manuscript Library (RBML), Urbana, IL, July 2008-May 2009.

- Created copy-specific catalog records for a variety of materials, written in numerous languages from the 16th-21st centuries, using the ILS Voyager with OCLC Connexion.
- Cataloged rare and modern books using dcrn(b) and AACR2 rules, respectively.

Graduate Assistant, UIUC Music and Performing Arts Library, Urbana, IL, August 2007-December 2008.

- Served regularly on the reference desk, answering in-person, phone, and web-based queries from a broadly representative population of patrons.
- Cataloged digitized musical theater scores following e-resource record creation.
- Converted musical media to online digital audio files, and produced the accompanying metadata for the library's electronic-reserves collection.
- Designed and created videos with Camtasia software, providing mini-tutorials to patrons learning to navigate the library OPAC.

- Assisted in writing a grant for digitization of an acetate disc collection, following the performance of a condition assessment.

Digital Image Technician and Database Manager, UIUC RBML, Urbana, IL.

- December 2006-July 2008: Digitally captured unique print materials, and converted and prepared images for uploading on behalf of Project Unica.
 - Supervised student workers in digital image creation and management.
- December 2006-December 2007: Collated item-level collections data from numerous Access and Excel database files, in accordance with Special Collections finding aids.
 - Edited data and uploaded to UIUC Archives-developed web-based finding-aid system, Archon, for Delmas-foundation funded grant project.

Audio Technician, State University Library, ST, December 2003-June 2006.

- Digitized and restored over 7000 wax and celluloid cylinder recordings dating from 1894-1929 as part of an IMLS-funded grant project in Special Collections.
- Cataloged brown wax cylinders, and performed collection maintenance and updates.
- Encoded cylinder files, managed metadata database, and assisted in launching the Cylinder Preservation and Digitization Project website.
- Created audio playlists for the site's "cylinder web radio," digitally photographed cylinder recordings, and helped design and write cylinder history sections of website.
- Supervised student interns in cylinder cataloging and processing.

LANGUAGES

- Intermediate conversation and writing skills in Spanish.