

Archivist Resume

Dora Mitchell
4031 Grove Street
Huntington, NY 11743
(333) -164-5315
d.mitchell@emailaddress.com

Objective: Seeking Archivist position in which experience and inspiration will be utilized to its fullest to contribute to the growth of the school.

Highlights of Qualifications:

Proficient with archival administration

Operational knowledge of archival repository and experience in processing and development of completed finding aids

Outstanding knowledge of CuadraStar Archives and Archives Management Software

Ability to manage multiple priorities in a fast-paced environment

Superior organizational skills and attention to detail

Excellent communication, organizational, and prioritization skills.

Professional Experience:

Archivist, August 2005 - Present

Sisters of Mercy of the Americas, Inc., Huntington, NY

Created and implemented sound archival practices ensuring appropriate acquisition and preservation.

Received, appraised and incorporated records and other transferred materials

Maintained integrity of each Community collection.

Developed and implemented records retention schedule.

Maintained effective finding aids, inventories, and cataloging systems.

Participated in professional activities of religious and other archival groups.

Archivist, May 2000 - July 2005

DePaul University, Huntington, NY

Developed and maintained active University Archives program

Participated in educational outreach to University departments.

Supervised and managed departmental records transfers in conjunction with the University Records Management Program.

Coordinated with the Director of Records Management and monitored ongoing transfers.

Participated in planning and implementation of a University-wide electronic records management system.

Coordinated with reference assistance and accessed University Archives.

Education:

Bachelor's Degree in Library Science, Los Angeles Pierce College, Woodland Hills, CA

Master's Degree in Library Science, City College, Moore, OK

Archival Resume Guide

Patricia C. Franks



Archival Resume Guide:

The No-nonsense Guide to Archives and Recordkeeping Margaret Crockett, 2015-11-23 This practical how to do it guide is ideal for professionals involved in the management of archives and records especially if they are just starting out or without formal training The book covers all aspects of recordkeeping and archives management It follows the records journey from creation through the application of classification and access techniques evaluation for business legal and historical value and finally to destruction or preservation and access in the archive Based on the internationally renowned training days run by the author and her business partner The No nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats It utilizes checklists practical exercises sample documentation case studies and helpful diagrams to ensure a very accessible and pragmatic approach allowing anyone to get to grips with the basics quickly The book is divided into four main work areas current records including creation filing classification and security records management including aims risks planning preparation and delivery archives management including collecting policies intellectual property rights appraisal digitization and outreach archival preservation including policy disaster prevention and repositories This one stop shop will be essential for a wide readership including archives and records assistants librarians information managers and IT professionals responsible for archives and records and managers of archives staff

Professional training of archivists International Council on Archives, 2017-10-23 No detailed description available for Professional training of archivists

Guide to Federal Records in the National Archives of the United States: Record groups 1-170 United States. National Archives and Records Administration, 1995 [Archives in Russia: A Directory and Bibliographic Guide to Holdings in Moscow and St. Petersburg](#) Patricia Kennedy Grimsted, Patricia Kennedy Grimstead, 2016-04-01 This is a comprehensive directory and bibliographic guide to Russian archives and manuscript repositories in the capital cities of Moscow and St Petersburg It is an essential resource for any researcher interested in Russian sources for topics in diplomatic military and church history art dance film literature science ethnography and geography The first part lists general bibliographies of relevant reference literature directories bibliographic works and specialized subject related sources In the following sections of the directory archival listings are grouped in institutional categories Coverage includes federal ministerial agency presidential local university Academy of Sciences organizational library and museum holdings Individual entries include the name of the repository in Russian and English basic information on location staffing institutional history holdings access and finding aids More comprehensive and up to date than the 1997 Russian Version this edition includes Web site information dozens of additional repositories several hundred more bibliographical entries coverage of reorganization issues four indexes and a glossary

The Handbook of Archival Practice Patricia C. Franks, 2021-09-12 To meet the demands of archivists increasingly tasked with the responsibility for hybrid collections this indispensable guide covers contemporary archival practice for managing analog and digital materials in a

single publication Terms describing activities central to the archival process such as appraisal acquisition arrangement description storage access and preservation are included In addition responsibilities traditionally considered outside the purview of the archivist but currently impacting professional activities such as cybersecurity digital forensics digital curation distributed systems e g cloud computing and distributed trust systems e g blockchain are also covered The Handbook is divided into ten sections current environment records creation and recordkeeping systems appraisal and acquisition arrangement and description storage and preservation digital preservation user services community outreach and advocacy risk management security and privacy and management and leadership Some terms touch on more than one category which made sorting a challenge Readers are encouraged to consult both the table of contents and the index as a topic may be addressed in more than one entry A total of 111 entries by 105 authors are defined and described in The Handbook The majority 79 of the contributors were from the US 12 from Canada 7 from the United Kingdom 3 from Australia 1 each from Germany Jamaica New Zealand and the Russian Federation Because archival practice differs among practitioners in different countries this work represents an amalgamation The Handbook was written primarily for archival practitioners who wish to access desired information at the point of need However can also serve as a valuable resource for students pursuing careers in the archival profession and information professionals engaged in related fields

The New Guide to the Diplomatic Archives of Western Europe Lynn M. Case, 2017-01-30 This book is a volume in the Penn Press Anniversary Collection To mark its 125th anniversary in 2015 the University of Pennsylvania Press rereleased more than 1 100 titles from Penn Press's distinguished backlist from 1899 1999 that had fallen out of print Spanning an entire century the Anniversary Collection offers peer reviewed scholarship in a wide range of subject areas

Working in the Archives Alexis E. Ramsey, Wendy B Sharer, Barbara L'Eplattenier, Lisa Mastrangelo- Do Not Use, 2009-12-14 Archival research of any magnitude can be daunting With this in mind Alexis E Ramsey Wendy B Sharer Barbara L Eplattenier and Lisa Mastrangelo have developed an indispensable volume for the first time researcher as well as the seasoned scholar Working in the Archives is a guide to the world of rhetoric and composition archives from locating an archival source and its materials to establishing one's own collection of archival materials This practical volume provides insightful information on a variety of helpful topics such as basic archival theory processes and principles the use of hidden or digital archives the intricacies of searching for and using letters and photographs strategies for addressing the dilemmas of archival organization without damaging the provenance of materials the benefits of seeking sources outside academia and the difficult yet often rewarding aspects of research on the Internet Working in the Archives moves beyond the basics to discuss the more personal and emotional aspects of archival work through the inclusion of interviews with experienced researchers such as Lyn e Lewis Gaillet Peter Mortensen Kathryn Fitzgerald Kenneth Lindblom and David Gold Each shares his or her personal stories of the joys and challenges that face today's researchers Packed with useful recommendations this volume draws on the knowledge and experiences of experts to

present a well rounded guidebook to the often winding paths of academic archival investigation These in depth yet user friendly essays provide crucial answers to the myriad questions facing both fledgling and practiced researchers making Working in the Archives an essential resource Handbook of Research on the Role of Libraries, Archives, and Museums in Achieving Civic Engagement and Social Justice in Smart Cities Taher, Mohamed,2021-11-12 In achieving civic engagement and social justice in smart cities literacy programs are offered in the society by three essential information service providers libraries archives and museums Although the library and museum services are documented in literature there is little evidence of community led library or museum services that make a full circle in understanding community library community archive and community museum relationships The Handbook of Research on the Role of Libraries Archives and Museums in Achieving Civic Engagement and Social Justice in Smart Cities examines the application of tools and techniques in library and museum literacy in achieving civic engagement and social justice It also introduces a new outlook in the services of libraries and museums Covering topics such as countering fake news human rights literacies and outreach activities this book is essential for community based organizations librarians museum administrations education leaders information professionals smart city design planners digital tool developers policymakers engaged in diversity researchers and academicians **Guide to Materials on Latin America in the National Archives** ,1961 **Guide to Materials on Latin America in the National Archives** John Parker Harrison,1961

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