

Archivist Resume

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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

Kenneth G. Budinski



Archival Resume Guide:

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

The American Archivist, 1946 Includes sections Reviews of books and Abstracts of archive publications Western and Eastern Europe

A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer's career

Official (ISC)2 Guide to the CISSP CBK Adam Gordon, 2015-04-08 As a result of a rigorous methodical process that ISC follows to routinely update its credential exams it has announced that enhancements will be made to both the Certified Information Systems Security Professional CISSP credential beginning April 15 2015 ISC conducts this process on a regular basis to ensure that the examinations and

Guide to Federal Records in the National Archives of the United States: Record groups 1-170 United States. National Archives and Records Administration, 1995

The Complete Guide to Getting a Job for People with Asperger's Syndrome Barbara Bissonnetee, 2012-12-01 Finding a job is a confusing and anxiety provoking process for many individuals with Asperger Syndrome AS who may not know what they are qualified to do and may struggle to communicate their value to employers This book describes exactly what it takes to get hired in the neurotypical workplace

Engineers' Guide to Technical Writing Kenneth G. Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial

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Developing and Maintaining a Design-Tech Portfolio: A Guide for Theatre, Film & TV Rafael Jaen, 2014-06-20 This book is a practical guide to aid in the process of creating developing and presenting successful Theatre TV Film design technology portfolios in the fields of scenery costumes lighting and sound The book will consist of four sections or chapters The first section is

dedicated to the realization of effective portfolio showcases and it will identify materials and techniques used to produce them This chapter will also identify specific requirements by discipline including scenery costumes lighting and sound and will cover the different portfolio requirements to apply for graduate school jobs in the field professional organizations and for promotional purposes The second section is dedicated to the development and use of digital portfolios and it will look at the different software used in this area The third chapter is about presentation and marketing and it will describe how to develop personal presentation techniques resume business card and web pages Finally the fourth section offers key information in regards to the maintenance and updating of portfolios Each chapter will feature real samples from the professional field and a page of do s and don ts with comments from experts in each design tech discipline [Select Bibliography on the History, Organization, and Activities of Archival Agencies](#) National Archives (U.S.),1941 *Vault Guide to Top Internships* Samer Hamadeh,2004 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions

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