

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

J Dewey



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