

Robert Smith

Archivist

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SUMMARY

Personable with ability to communicate well and effectively multi-task. Archivists are responsible for the provision, care and management of permanent collections of information.

SKILLS

Social Media, Archive Space Data Entry.

WORK EXPERIENCE

Archivist

Mote Marine Laboratory - 2014 - 2020

- Digitally scanned and indexed documents according to metadata standards as part of an initiative to document the history.
- Performed community outreach to contact individuals.
- Obtained and recorded their personal memories for the digital archived history.
- Organized and transfer of audio, video, and printed materials.
- Cataloged and entry of media metadata into their customer database.
- Able to choose material appropriate for the show, meet deadlines and last-minute requests to find material.
- Long term master formats created, and data backups made.

Archivist

Freelance - 2009 - 2014

- Cataloged and generated a reference book under the supervision of Jerry Dutschek for a collection of WWI and WWII flags (October 2014 - present).
- Worked under Jodi Eastberg in preparation of the Uline archives (April 2014-July 2014).
- Cataloged & researched personal decorative arts collection of the Buck family (October 2012-December 2013).
- Photographed, handled & measured various antiquities.
- Formulated descriptive accounts of each piece & developed template to consolidate information.
- Knowledge of Rookwood & Wedgewood pottery & Ceramics created between 1889-1960..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master of Library Science in Library Science - (Indiana University - Indianapolis, IN)