

ROBERT SMITH

Archivist/Representative

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SUMMARY

Passion for research, public service, and using technology to bring history to life. Decisive, well-organized and committed to getting things done.

SKILLS

Archival Preservation, Records Management, Share point.

WORK EXPERIENCE

Archivist/Representative

ABC Corporation - 2004 – 2012

- Planned space, personnel, supplies, equipment, and projects.
- Prepared annual budget and monthly reports of Archives activities for provincial leadership.
- Planned and executed two digitization projects a collection of glass plate negatives and slides.
- Collaborated with a corporate archivist from SSM Health System.
- Consulted with art conservators, solicited bids, wrote a proposal for the provincial leadership team.
- Established a Records Management Schedule for use by the Museum to maintain records institutionally.
- Controlled vocabularies to ensure quality and consistency; provides support and training in the use of the applications.

Archivist

ABC Corporation - 2003 – 2004

- Document preservation, research, and general upkeep of the Archive collection Handled customer billing, accounts receivable, and past due collections.
- Established a new system to keep track of past due collections and reduce losses.
- Involved in major genealogy research projects for out-of-state customers.
- Helped organize and direct the move of the historical documents to a new location.
- Participated in document preservation through electronic processing.
- Helped create and maintain storage organization for the new Archives.
- Maintained customer account files..

SCHOLASTICS

- Master of Library and Information Science in Archives - (San Jose University - San Jose, CA)