

Objective

Advertising and Public Relations major seeking to utilize relevant coursework, computer skills and creative abilities within a corporate communications.

Skills

Excellent listening, Communication skills, Excellent writing skills.

Work Experience

Archivist/Executive

Intergraph Government Solutions - December 2009 – 2020

- Coordinates with National Archives and Federal Record Centers for identification and delivery of records for declassification review.
- Researches and retrieves historical documents relevant to various requests and searches required.
- Customized database to track records throughout the declassification review process.
- Reviewed historical records and establishes priorities for declassification review.
- Management of records and the actions are taken to preserve them by repairing rehabilitation.
- Professional knowledge of archival principles and techniques.
- Located and identified additional collections of records to be processed for declassification review at the Army Declassification Facility.

Archivist

ABC Corporation - 2004 – 2009

- Photo Archive Organized photo collection for Naval History and Heritage Command according to archival best practices.
- Input descriptive metadata for upload to a digital management system.
- Coordinated with relevant NHHC personnel to ensure standards.
- Oral History Collection Summarized an extensive naval oral history collection.
- Added appropriate metadata for incorporation into an online digital management system.
- Worked in conjunction with NHHC staff to maximize results..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

- (Frederick Douglass High School)