

ROBERT SMITH

Archivist II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking an entry-level position in museums, which utilizes experience in collections management, archival maintenance, object preservation, cataloging, object analysis.

CORE COMPETENCIES

Medical Terminology, Data Entry.

PROFESSIONAL EXPERIENCE

Archivist II

ABC Corporation - September 2013 – September 2014

Key Deliverables:

- Served as a reference librarian for curators, researchers, and community members referring appropriate resources and training on research techniques.
- Created original and copy catalog records for serials, monographic items, archival materials using a variety of controlled vocabularies.
- Collaborated with the serving on committees in support of the library's consortia arrangement with the integrated library system.
- Collaborated with the Museums DAMS committee using established metadata standards.
- Developed and implemented the museums Institutional Archives.
- Processed, arranged and described newly acquired collections creating finding aids and maintaining the archives in the archival database.
- Updated computer with legal documentation on each story as needed.

Archivist

TEDI BEAR CAC - 2009 – 2013

Key Deliverables:

- Responsible for reviewing medical charts that have already been scanned for accuracy, then shredding the physical files.
- Batching, scanning, indexing and reviewing medical charts from past years.
- Some staff support Accomplishments I have only been here for four months, 15 hours a week, but I have made significant progress in the scanning project.
- The enormity of the task does not discourage me, but rather encourages me to work harder and faster to finish it.
- Skills Used Detail oriented is a must to enter all the required data in the various index fields.
- Perseverance due to the nature of the job, rather repetitive but necessary to complete the task.
- Professionalism as I interact with all the professional staff daily..

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EDUCATION

- Master of Science in Library and Information Sciences - (University of North Texas - Denton, TX)