

# ROBERT SMITH

## Associate Archivist

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

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### SUMMARY

To obtain that will enable to use strong organization, education back round and maximize customer service experience in challenging environment to achieve the corporate goals.

### CORE COMPETENCIES

Communication Skills, Management.

### PROFESSIONAL EXPERIENCE

#### Associate Archivist

**ABC Corporation - April 2008 – November 2011**

##### Key Deliverables:

- Searched computer archive system for external and internal archive requests.
- Retrieved and prepped tape for clients, then sent a video via Video On Demand system.
- Batched, scanned, indexed and reviewed medical charts from past years.
- Entered all the required data in the various index fields. Increasingly sophisticated demands of our customers.
- Interacted with all the professional staff daily.
- Identified, managed and conducted metadata clean-up projects to ensure the integrity of the DAMS.
- Assessed resources and created a project plan for digital and paper-based archival organizations.

#### Archivist

**ABC Corporation - 2006 – 2008**

##### Key Deliverables:

- Assist head archivist and researchers with data searches.
- Use Archivists Toolkit to expand MVZ online collections.
- Establish new database for 4,000 bibliographical entries with Zotero - [https://www.zotero.org/groups/mvz\\_bibliographical\\_database](https://www.zotero.org/groups/mvz_bibliographical_database) Digitize photographs following standards and best practices for digitization.
- Survey, arrange, rehouse and describe a museum collection.
- Utilize DACS, a descriptive standard as it applies to describing archives, personal papers, and manuscript collections.
- Completed online finding aid for the Online Archive of California - <http://oac.cdlib.org/findaid/ark/13030/c81v5hb1/>.
- This is Dummy Description data, Replace with job description relevant to your current role.

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### EDUCATION

Cardiac monitoring - (Pitt Community College - Greenville, NC)

