

Robert Smith

Asst. Archivist

PERSONAL STATEMENT

Television and digital media professional talented at creating and producing a diverse range of network and independent media with experience.

WORK EXPERIENCE

Asst. Archivist

Mote Marine Laboratory - 2014 - 2020

Responsibilities:

- Archivist and Principal Investigator for the Window Into the Sea project.
- Archived management, processed, arrangement, description, reference, and outreach for marine science collections.
- Processed, arrangement, description, reference, preservation, and outreach for the Bass Biological Laboratory collection.
- Created and managed action items to ensure problem resolution.
- Security accessed the database that resulted in a successful transition.
- Responsible for reviewing medical charts that have already been scanned for accuracy, then shredding the physical files.
- Perseverance due to the nature of the job, rather repetitive but necessary to complete the task.

Archivist

Corning Community College - 2011 - 2014

Responsibilities:

- I perform general office duties for the library staff at CCC.
- Use many Microsoft and other programs for electronic records management.
- Work with documents and other materials that are a part of CCCs administrative and social history.
- Scanning, editing, uploading, and maintaining important documents.
- So far, I have finished uploading and editing all of CCCs past newsletters and yearbooks for use on the web.
- Skills Used I work with a plethora of different Microsoft and other programs (Word, Excel, Powerpoint, ScanAll etc...).
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Masters of Library and Information Science in Library and Information Science - 2004(University of South Florida - Tampa, FL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office Suite,
Adobe Photoshop,
Archival Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)