

Archivist

ROBERT SMITH

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Objective

Experienced in Academia and in customer service through various jobs. Works well with others to accomplish tasks and services through delegation with a preference towards open communication.

Skills

Share point, Human Resources, Public Relations.

Work Experience

Archivist

ABC Corporation - April 2013 - June 2013

- Naturally evolved and expanded our range of services and expertise to keep up with the ever-changing business landscape.
- Marketing and communication services as well as software-as-a-service to help to maximize HR process efficiency and stay ahead of the game.
- Evaluated records for preservation and retention Acast CV.
- Arranged the acquisition and retrieval of records.
- Prepared record-keeping systems and procedures for archival research
- Created and maintained accessible, retrievable computer archives and databases Incorporating current advances in electronic information storage technology.
- Prepared archival records such as document descriptions in order to allow easy access to information.

Archivist

ABC Corporation - 2012 - 2013

- Digitally scanned and indexed documents according to metadata standards as part of an initiative to document the history of a local shipbuilder in our community.
- Performed community outreach to contact individuals in order to obtain and record their personal memories for the digital archived history.
- Honors and Skills Microsoft Office - Proficient with these programs.
- Adobe Photoshop, ContentDM - Proficient and knowledgeable with these programs.
- HTML, CSS - Familiar with the fundamentals of web design.
- OCLC, WorldCat - Skilled and experienced with these systems.
- OCLC QuestionPoint - Skilled and knowledgeable with this program..

Education

Diploma in type of studies - October 2014(Bucharest Academy of Economic Studies)