
ANA CORRAL

anaecorral@gmail.com | LinkedIn | 619.756.3944

EDUCATION

Master of Library and Information Science, Archival Administration
Graduate Certificate in Archival Administration
Graduate Certificate in Information Management
School of Information Sciences, Wayne State University

Expected 08/2019

Relevant Coursework: *Archival Administration, Description & Access: Archives, Digital Curation & Preservation, Archives and Libraries of the Digital World, Client-Based Website Development, Access to Information, Organization of Knowledge, Instructional Methods for Librarians, Research in Library and Information Science, Library Administration & Management*

SELECTED PAPERS

- *The User Experience: Online Access and Digitization in Special Collections & Archival Libraries*
- *What Comes First – Description or Access? A Case Study on the Wangenheim Collection*
- *Fragmented History, Divided Programs: Educating Archivists on Teaching with Primary Source Material*
- *Information Seeking Behavior in Social Networking Sites and Social Media – Why Information Professionals Should Care*
- *Technology and Discord in the Field of Library and Information Science: Views from a New Graduate Student*
- *Same Aims, Same Goals: A Special Collections Library and a Public Library*

Bachelor of Arts, Comparative Literature, Spanish and English Literature
Bachelor of Arts, Interdisciplinary Studies, Gender and Education
College of Letters and Science, University of California, Berkeley

05/2017

Senior Thesis: *What do Canonical Texts Teach Us in High School? A Critical Analysis of The Scarlet Letter, The Great Gatsby, and To Kill a Mockingbird as Pertaining to Gender and Socialization*

SKILLS

- Spanish: fluent writing, reading, and speaking abilities
- Italian: conversational writing, reading, and speaking abilities
- Computer: Excel, Access, MS Word, PowerPoint, Outlook, HTML, CSS, JavaScript, WordPress, MySQL, Slack, Flickr
- Knowledge of CONTENTdm, Dublin Core, ABBYY, Framework for Information Literacy for Higher Education, Guidelines for Primary Source Literacy
- Experience with AACR2, MARC, LOC Subject Headings, MARC21, EAD, ArchivesSpace, PastPerfect, DSpace
- Effective communicator with experience in in-person and virtual collaboration

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VOLUNTEER EXPERIENCE

Alternative Spring Break (ASB) – Imaging Services Volunteer

Week of 03/11/2019

Maryland State Archives – Imaging Services Department

- Week-long program offered by the School of Information Sciences for driven students to engage with federal or national repositories and gain hands-on archival experience for future practicum and career opportunities
- Worked closely with the Director of Imaging Services and staff to digitize and quality review over 1,500 index card per day for a total of over 11,00 index cards, resulting in an 0.09% error margin
- Assisted with microfilm scanning and image quality control
- Audited and removed redundant files in accordance with MSDA standards to free up over 200 gigabytes of storage

Oral History Project

12/2018 to Present

Grand Canyon Historical Society – Oral History Program

- Individual transcription projects include “Phantom Ranch with Gay Tidball Cameron and Buzz Cameron” and will be accessible on the Grand Canyon History website
- Oral history transcription of personal stories of people that witnessed and participated in the history of the Grand Canyon

Book Club Leader

08/2018 to 08/2019

San Diego Central Library – Humanities Department, San Diego, CA

- Manage book club meetings of adult library patrons from the surrounding downtown community
- Organize monthly book meetings and book discussion
- Collaborate with library staff on book selection and distribution
- creation and dissemination of surveys to further assess and quantify reader interests
- Facilitate communication with group members in person and via email

Hervey Family Rare Book Room Docent

08/2018 to 08/2019

San Diego Central Library – Special Collections Department, San Diego, CA

- Welcome patrons and address general exhibit questions
- Assist the public in use of library resources
- Clarify library policies and rules

Items Request Volunteer

07/2018 to 08/2019

San Diego Central Library – Sciences Department, San Diego, CA

- Retrieval of hold list items and missing materials
- Sort and straighten shelves, books, and other library materials
- Answer routine ready-reference questions

Michigan Black History Bibliography Project

09/2018 to 06/2019

Society of American Archivists – Student Chapter

- Transcription of bibliographic records for creation of an accessible database of primary source material to be included as part of the Michigan Black History Bibliography (MBHB) at the Reuther Library

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PROFESSIONAL EXPERIENCE

Benefit Service Associate

06/2017 to 05/2018

Marsh & McLennan Agency (MMA), San Diego, CA

- Conducted detailed editing and review of style, grammar, spelling, and proper application of corporate-approved templates
- Collaborated with client services teams to create and revise RFPs, cost contribution analyses, tables, pre-renewal presentations, renewal presentations, and benchmarking reports
- Successfully provided support to multiple client service teams during insurance bidding, negotiation, and renewal processes
- Proactively worked with carrier representatives to resolve discrepancies regarding missing or inaccurate information on RFP submissions and policy renewals
- Ensured necessary and accurate information was submitted to for renewal or continuation of insurance policies through meticulous review of census data, plan design, rate information, and related carrier materials
- Appointed to Communications Task Force to ensure corporate guidelines were met and collaborated for improvement of benefit communication tools

Project Administrator

04/2015 to 05/2017

Marx | Okubo Associates, San Francisco, CA

- Composed, proofread, formatted, produced, and edited correspondence, reports, and proposals
- Improved project administrator efficiency through peer quality review prior to issuance of client-facing documents
- Directed administrative activities on projects and monitored for construction document compliance
- Oversaw administrative phase of multiple construction projects, including scheduling and coordination with subcontractors
- Initiated document revisions, processed change orders and construction loan draws through coordination with project managers and coordinators

Translator

08/2012 to 11/2015

Immigration Assistance, San Diego, CA

- Delivered correct meanings between source and target languages with careful emphasis on tone, intricacy, and style
- Researched correct legal or technical terminology to ensure accurate translations
- Translation of legal documents from Spanish-speaking countries

Customer Service Representative

10/2014 to 05/2015

California Check Cashing, San Pablo, CA

- Processed loans and check cashing transactions
- Provided quality customer service while promoting and selling products
- Proofread and carefully reviewed documents relating to loans and check cashing transactions
- Provided quality control during customer loan transactions
- Provided customers with loan and check cashing information in Spanish

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Office Manager

05/2014 to 10/2014

911 Restoration, Richmond, CA

- Supervised and coordinated overall office administrative activities including customer service email coordination
- Assisted professionals with verbal translations of business correspondence
- In charge of weekly estimate analysis report and project manager follow-up
- Provided editing of professional reports and correspondence with an emphasis on grammar, spelling, syntax, and tone
- Management of employee time sheets and accounts payable and receivable

PROFESSIONAL MEMBERSHIPS AND SERVICE

- Association of College and Research Libraries (ACRL), 2019 to Present
- American Library Association (ALA) Student Chapter, 2018 to present
Chapter Historian, December 2018 to Present: Participate in Chapter leadership, maintain chapter records organize e-scrapbook, create and maintain Chapter blog in WordPress
- Society of American Archivists (SAA) Student Chapter, 2018 to present
- American Libraries Association (ALA), 2018 to Present
- California Library Association (CLA), 2018 to Present
- National Association to Promote Library & Information Services to Latinos (REFORMA), 2018 to Present
- Special Libraries Association (SLA), 2018 to Present