

Laura “Nicky” Stevens

3221 Merrimac Lane, Indialantic, FL 32903 | 205-764-4499 | stevens.nicky@gmail.com

SKILLS

- Experienced in processing, managing, and preserving textual, photographic, audiovisual, and object collections, working with digital assets on platforms such as NetX and OverDrive, and participating in collection development
- Proficient in creating finding aids and familiar with metadata and cataloging standards
- Skilled at providing research and reference services and assisting patrons with computer needs
- Knowledgeable about collection management, information retrieval, and reference databases (ArchivEra, Carl-X, WorldCat, ReferenceUSA, A to Z Database, etc.) and Microsoft Office applications (Word, Excel, PowerPoint), familiar with database design software (Webdata Pro) and image, video, and audio editing software, and quickly adaptable to new technologies and programs
- Knowledgeable of the markup languages HTML and CSS and the JavaScript programming language and familiar with APIs, Bootstrap, and the front-end web development workflow
- Experienced in providing excellent customer service and building relationships with clients, donors, and patrons
- Adept at creating pleasing and informative displays and exhibits

EDUCATION

SheCodes Front-End Diploma , SheCodes Bootcamp	08/2024
Master of Library and Information Science ; San Jose State University	08/2016
Bachelor of Arts, Film; History minor ; University of New Orleans	05/2008
Louisiana State University in Ireland	Summer 2004

RELATED EXPERIENCE

Archivist, *Georgia Historical Society, Savannah, GA* (05/2021-Present)

- Arranged, described, and applied preservation techniques to textual, object, and media collections ensuring accessibility, organization, and longevity of materials
- Provided archival services and guidance to staff members and supported projects, such as the creation of displays, programs, and educational materials
- Supported collection development efforts through recommendations of possible acquisitions, communicating with donors, and aiding with the transfer of donations
- Supervised and supported interns and volunteers in areas such as digitization and data cleanup
- Participated in events (galas, lectures, educational programs, etc.) with various responsibilities including managing archival materials, interacting with guests, presenting information to participants, and preparation and takedown
- Provided quality customer service and reference assistance to researchers and patrons when filling in at the Research Center reference desk
- Provided advice and assistance to individuals and organizations throughout Georgia regarding the care of archival materials
- Collaborated with a team to implement new collection management software (ArchivEra) and cleaned and refined data to ensure information about archival collections was up-to-date and accessible to researchers and staff
- Worked with the archives and library manager to create a processing manual, which outlines the procedures and standards for processing assets and creating records within the archival database

Archivist, *Heritage Werks, Suwanee, GA* (07/2018-04/2021)

- Arranged, described, and applied preservation techniques to textual, object, and media collections for major corporations, such as Merck, Hewlett-Packard Company, and Feld Entertainment, ensuring accessibility, organization, and longevity of materials

Laura “Nicky” Stevens

3221 Merrimac Lane, Indialantic, FL 32903 | 205-764-4499 | stevens.nicky@gmail.com

- Provided research and reference services to clients and internal departments supporting client requests, events, special projects, outreach efforts, and more
- Selected and prepared valuable assets for digitization, photography, and addition to digital archives

Archivist, *Heritage Werks continued...*

- Supported collection development efforts through evaluating gaps in collections, providing purchase recommendations, and communicating with donors
- Collaborated with a team to create event displays and building exhibits
- Supervised Archives Technicians for two major clients
- Created preservation quick reference information sheet for internal and external use

Archives Launchpad Intern/Archives Technician, *Heritage Werks, Suwanee, GA* (07/2017-11/2017; 11/2017-06/2018)

- Arranged, described, and applied preservation techniques to textual, object, and media collections for an academic institution ensuring accessibility, organization, and longevity of materials
- Selected and prepared valuable assets for digitization and photography
- Supported archivists with arrangement, description, and preservation needs

Reference Librarian I, *Melbourne Beach Public Library, Melbourne Beach, FL* (05/2013-07/2017)

- Provided quality reference, computer, and readers' advisory services to patrons resulting in positive customer feedback
- Created attractive displays highlighting materials of interest to patrons
- Offered notarizing services for a variety of documents
- Selected materials for purchase ensuring the library had the most current and desirable materials available to the community
- Weeded the library collections keeping the library organized and materials relevant to patron needs
- Took the lead when the library director was away

Archival Assistant - Intern, *Florida Historical Society Library of Florida History, Cocoa, FL* (06/2016-08/2016)

- Evaluated and processed the library's rare book collection
- Researched materials and created a detailed finding aid for the library's rare book collection in order to aid library users in finding relevant materials
- Applied preservation techniques to lengthen the life of the materials

Library Aide, *Suntree/Viera Public Library, Melbourne, FL* (09/2012-05/2013)

- Provided excellent customer service to a diverse population in a fast paced environment
- Performed transactions, clerical work, and data entry and shelved to support a high functioning Circulation department

Library Associate, *Tuscaloosa Public Library, Tuscaloosa, AL* (05/2010-04/2011)

- Provided exceptional customer service to a diverse population in a large college town
- Helped write a successful grant and coordinate a program drawing in the largest number of attendees the library had seen for a program in a number of years
- Processed damaged and lost items, performed transactions and data entry, and shelved to contribute to a well-functioning Circulation department

AWARDS/HONORS

- Phi Beta Kappa Award | Tuition Opportunity Program for Students, Honors | Golden Key International Honor Society

Portfolio: <https://nickystevens.netlify.app/>

References upon request