

# Alejandra Dean

Contact Information	14 Calvin St., Apt. 2 Somerville, MA 02143	925-683-4029 alejandra.dean@gmail.com
Education	School of Library and Information Science Simmons College, <i>Boston, MA</i> M.S. candidate in Archives Management	September 2015 – Present
	Harvard University, <i>Cambridge MA</i> B.A. cum laude in History of Art and Architecture Thesis topic: "Documentation and History in the Work of Richard Long"	September 2009 – May 2013
Experience	<b>Archives Intern</b> Bunker Hill Community College, <i>Boston, MA</i> Responsible for processing the institutional photographs collection as part of a 60-hour commitment through the Simmons SLIS-438 course. Final project will involve updating BHCC's index, and selecting candidates for digitization and publication on the BHCC Archives website.	February 2016 – Present
	<b>Program Assistant</b> Department of East Asian Languages and Civilizations Harvard University, <i>Cambridge, MA</i> Temporarily assumed my superior's role from July – October 2014 as Language Coordinator during her maternity leave. Responsibilities include faculty assistance for 30+ instructors, scheduling courses and exams, event planning, office management, and maintaining the EALC website.	August 2013 – Present
	<b>Circulation Desk and Reading Room Assistant</b> Harry Elkins Widener Memorial Library Harvard University, <i>Cambridge, MA</i> Responsibilities included patron assistance, collections management including handling rare books and manuscripts, and digitizing materials.	September 2009 – August 2013
	<b>Curatorial Intern</b> Department of the Middle East The British Museum, <i>London, UK</i> Employed in London as a paid curatorial intern under the Farjam Curator of Islamic Art. Responsibilities included organizing the drawings collection, editing and revising object entries in the collections database, researching potential object candidates for a forthcoming exhibition, and composing and revising label text for a display in the Islamic gallery.	June – July 2012
	<b>Research Assistant</b> Department of Asian and Mediterranean Art Harvard Art Museums, <i>Cambridge, MA</i> Conducted research for the Diane Heath Beever Curator of the Collections in the Asian and Mediterranean Art Division for the Harvard University Art Museums.	June – July 2011
	<b>Compliance Intern</b> Hall Capital Partners LLC, <i>San Francisco, CA</i> Responsibilities included managing three major projects in order to facilitate a transition from paper archives to an online database.	June – July 2009 & June – July 2010
Professional Development	<ul style="list-style-type: none"><li>• Volunteer Docent, Historic Somerville; August 2015 – Present</li><li>• Proficient in Microsoft Office Suite, Constant Contact, &amp; Adobe Design Suite</li><li>• Expertise with metadata standards and online data creation tools, including HTML and Dublin Core</li><li>• Elementary Japanese literacy, &amp; reading and writing literacy in Spanish</li><li>• Recipient of the Ali Sarikhani Grant to sponsor British Museum internship, 2012</li><li>• 2008 National Hispanic Merit Scholar</li></ul>	