


VINCENTE CANAS

Heritage apprentice looking for entry level opportunity in archives and heritage sector.

 London

 vincente@acanas.co.uk

 07548 833847 (text only)

SKILLS

- Microsoft Office and Google Products
 - CALM, Ehive and Spyds Databases
 - Using and setting up microfilm readers
 - Box listing and record transcription
 - Repacking of photographic collections
 - Book and collection cataloguing
 - Basic document conservation and preservation
 - Social media posting
 - Answering email enquiries
 - Research for both external and internal enquiries and material location
 - Basic digitisation (scanning)
 - OS and Goad map handling
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QUALIFICATIONS

A-levels: History and Geography

BTECs (Level 3): Countryside Management, Business Studies

GCSEs at grade C and above: Maths, English, Biology, History and Geography

EMPLOYMENT (Current)

Heritage Apprentice at Kingston History Centre (Royal Borough of Kingston Upon Thames) since January 2021. Working towards Library, Information and Archives Assistant Apprenticeship (Level 3). Part time – finishing March 2024.

VOLUNTEERING

- Royal Geographical Society Archives (Since October 2023)
 - Kingston University Archives and Special Collections (since 2019, ongoing)
 - Richmond Local Studies Library and Archives (since 2019, ongoing)
 - Museum of Richmond (2018 to 2019)
 - London Wildlife Trust (practical conservation)
 - Citizen Zoo (practical rewilding)
 - Kingston University Biodiversity Action
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ADDITIONAL EXPERIENCE

- Oral history projects: with (1) Digital Works (2022) on project about Kingston Cinema - devising questionnaires and technical support (recording level monitoring) and (2) Creative Youth (2022/2023) - technical and transcription support using Descript software
 - Exhibition curation and installation (1) Kingston University Special Collections and Archives and (2) Creative Youth
 - Use of Zoom H5 & H4N recorders and miking up with lapel microphones
 - Repacking collections for an archive move (Kingston University Special Collections and Archives)
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ADDITIONAL INTERESTS

History, Geography, Photography, Nature Conservation and Biodiversity

MEMBERSHIPS

Royal Geographical Society (with IBG)
Archives and Records Association
Malden and Coombe Heritage Society