

Ashney V. Randle

6006 Boulder Creek Dr., Hazelwood, MO 63042

(315)-877-2433

ashney.randle@yahoo.com / ePortfolio: <https://missouri.instructure.com/eportfolios/2668/Home>

Education

Masters of Library and Information Science – University of Missouri, Columbia (anticipated graduation date May 2021)

GPA: 3.9/4.0

Bachelor of Arts in History – Missouri State University, Springfield, May 2013

GPA 3.06 /4.0

Professional Experience

Archives Technician, Archival Research

National Archives at St. Louis – St. Louis, MO

September 2016 - Present

Duties & Accomplishments:

- Greets and assists in the registration of first-time researchers, directing them to appropriate NARA resources as necessary for their research.
- Independently performs analytical and research techniques to deliver reference and research assistance to individuals, agencies and organizations.
- Anticipates, identifies, and resolves customer service problems pertaining to reference and associated records handling and security issues.
- Assisted in the implementation of a new scheduling system for researcher appointments.
- Worked on a team to led by the Director of Archival Operations to update the National Archives at St. Louis website primarily to ensure sure information about the research room is accurate and the site is user-friendly.
- Currently serving as a member of the Archivist's Task Force on Racism
- Led a team of archives technicians in creating and maintaining 28 SOPS for the Archival Research Room, checking for completeness and ensured they were written in the proper format before submitting to the Supervisor for final review.

Archives Technician, Organizational Records Branch

National Personnel Records Center – St. Louis, MO

January 2016 – September 2016

Duties & Accomplishments:

- Performed routine tasks in support of reference services, accessioning, disposition, retrieval, relocation, refiling, and interfiling of official military personnel files (OMPFs).
- Assisted higher graded technicians by physically loading and unloading containers of records, shelving records in accordance with approved plans, moving blocks of records from one area to another, and removing containers of records from the shelves in accordance with approved plans.

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- Frequently assigned to train new hire staff in how to perform searches for records to verify a veteran's service in the United States Armed Forces according to current standard operation procedures (SOP).

Audiovisual Archivist – Intern

Eisenhower Presidential Library – Abilene, KS

June 2015 – August 2015

Duties & Accomplishments:

- Successfully processed and created a finding aid for over 1600 photographs for the Scrapbook Series in the Jackie Cochran.
 - Performed detailed arrangement work, making preservation assessments of photographs, and writing detailed descriptions for the development of a finding aid.
 - Performed basic preservation tasks such as rehousing, and humidifying rolled up or folded photographs.
 - Assisted in a public outreach program that taught leadership skills to a group of JROTC students studying Eisenhower's Project Solarium. Taught students how to analyze and think critically about primary source materials.
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Awards

- Received Spot Award in May 2016 for taking initiative and creating an SOP manual for Archives Technician in the Organizational Records (OR) department in order to help with continuity measures and assist training of future employees.
 - Received Federal Government in Excellence Award as a member of OR for Best Clerical I Team in May 2016.
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Technical Skills

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| • Project Management Tools (Asana & Wrike) | • ArchivesSpace |
| • Google Drive. Docs, Slides, Sheets & Forms | • Microsoft Office programs (Word, Excel, PowerPoint) |
| | • Adobe Photoshop |