

DERIK HEFFERLY

EDUCATION

Southern Illinois University Edwardsville

Bachelor of History

Specialization in Applied Historic Methods

Minor: Political Science

Southwestern Illinois Community College

Associates in Arts

Edwardsville, IL

Expected: May 2021

GPA: 3.81

Belleville, IL

Graduated: May 2019

RELEVANT PROFESSIONAL EXPERIENCE

National Personnel Records Center

Iron Mountain Lead Imaging Production Specialist

- Sorting and/or preparing hard copy records for scanning – document preparation
- Scan hardcopy files to electronic images into an IBML High Speed scanner
- Assure a quality image through a program called batch manager
- Indexing key data into multiple software applications (FCS, GDIT, Batch Manager)

Spanish Lake, MO

Feb. 28, 2022-Present

Iron Mountain Subject Matter Expert for Images

- Collaborate closely with company auditors to assure that each batch of files were to the quality and standards of the client.
- Coordinate and attend daily, weekly, and monthly meetings to ensure that the auditors, Iron Mountain workers, and VA clients were in accord with the outcome of the scanned documents.
- Create descriptive weekly Imaging Quality Reports through excel and present it weekly to examine and discuss the quality of the work that is being processed.
- Collaborate (teach, guide, coach) with multiple teams from Quality Control Imaging Specialists to ensure that every member, lead, and manager is aligned and enacting the correct methods and procedures for the image control sector of the project.
- Work and communicate closely with Quality Control Specialists from Iron Mountain's sister team, Boyers, located in Pennsylvania.
- Communicate and work closely with leads and managers from other sectors of the project to guarantee an efficient workflow as well as the desired throughput each day.

Madison County History Museum and Archival Library-

Intern and Volunteer (8 hours weekly)

Edwardsville, IL

Feb. 2021-Feb. 2022

- Correcting a spreadsheet of metadata for guardianship files
- Created descriptive catalog records of the library's archival and museum collection into the management software PastPerfect, version 5.0, PastPerfect Web Edition, and InternetArchive.org
- Edwardsville Fire Department record books, photographs, and objects (ribbons, pins, buttons).
- Set up a spread sheet for creating and organizing metadata for over two hundred professionally analyzed photographs, several record books, and other objects (ribbons, metals, pins, buttons, badges) within a large accession from Edwardsville Fire Department.
- Thoroughly recorded the collection and included the item #, item type, people involved, location, description, date, subject, any notes, and photographer into a spread sheet which would then be imported into the management software system Past Perfect.
- Resident expert on the people and events in the Edwardsville fire department's history
- Organized, searched, and found appropriate housing for the library's ongoing collection (building, isle, and shelf number)
- Worked closely with the Archival Research Manager, Archival Research Assistants, curator, volunteers, and public.
- Assisted with digitization of historical documents (newspapers, photographs, yearbooks, letters, probates).

OTHER WORK EXPERIENCE

MERS Goodwill-

Cashier

Glen Carbon, IL

July 2020-Feb. 2023

- Create a clean, safe, and friendly shopping environment
- Manage accurate flow of cash to and from the customers during sales transactions
- Trained several new employees for the position

SIUE Events Services Department-

Production Team

Edwardsville, IL

September 2019-July 2020

- Set up and tear down SIUE events including chairs, tables, and stages

Terry's Appliances

Delivery and Installation

Troy, IL

Summer 2019

- Professionally delivered and installed appliances to the customer's house in the Metro East area

Southwestern Illinois Community College-

College Activities and Student Life Department Student Worker

Belleville, IL

Aug. 2018 – May 2019

- Planned and coordinated events and activities with students and faculty
- Communicated with other employees throughout the office discussing tasks that needed to be completed
- Oversaw the college's computer lab ensuring that students were behaving and assisting the students as needed

AWARDS AND HONORS

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|---|-----------------------|
| • The Kimball, McAfee, and Riddleberger Award in Historical Studies | April 2021 |
| • National Honor Society of Leadership and Success | February 2020-Present |
| • Student Graduation Speaker at SWIC | May 2019 |
| • Alternative Spring Break Service Trip Award | May 2019 |
| • Service and Leadership Award – Student Life | May 2019 |
| • Phi Theta Kappa National Honor Society (VP of Scholarship) | March 2017-May2019 |
| • Completed courses in leadership and development | |
| • Planned and executed organization events | |
| • Recruited new members and event participants through information tables | |
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VOLUNTEER EXPERIENCE

- Collinsville American Legion Fish Fry
- Trash Pickup along a highway for Southwestern Illinois Community College
- SWIC food and book drive