

# Dylan Karlsson

UCLA MLIS Archival Studies 2020

(909) 362-2123

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## EDUCATION

- **University of California, Los Angeles** – Masters in Library and Information Studies, 2020 Candidate
- **University of California, Los Angeles** – Graduate Certificate in Digital Humanities, 2020 Candidate
- **University of California, Los Angeles** – BA in English with minor in Digital Humanities, 2018

## PROFESSIONAL EXPERIENCE

- **Visual Communications, Intern** – September 2019 - Present
  - Digitized and processed photographic material
  - Trained student interns on archival procedures
  - Planned and facilitated community metadata tagging events, in person and online
  - Conducted background archival reference
  - Organized and curated an online photography exhibition
- **Young Research Library Digital Library, Assistant** - September 2019 - December 2019
  - Prepared digital materials for ingest into Digital Library catalog
  - Appended metadata according to UCLA standards
  - Edited and cleaned audio files using Audacity
- **UCLA Herbarium, Herbarium Technician** – June - September 2019
  - Collected and arranged plant press specimen
  - Input and cataloged specimen data
  - Organized and identified botanical specimen
  - Packed and shipped delicate herbaria materials
- **CFPRT, University Archives Processing Scholar** – October 2018 - March 2019
  - Processed 22 record series, 37.6 linear feet
  - Produced seven DACS compliant finding aids to be published on OAC
  - Transferred legacy data into new data model
  - Reprocessed and redescribed legacy collections
  - Merged record series based on provenance
  - Updated collection description in compliance with current standards
  - Performed data remediation
    - XML editing and round-trip implementation
    - Transformed EAD into CSV using command line and ArchivesSpace plug-ins

- **Beyond Baroque, Digitization and Social Media Assistant** – October - December 2018
    - Digitized key administrative and promotional materials
    - Organized and arranged physical storage
    - Managed social media presence leading up to Gala event
  - **Young Research Library Access Services, Student Supervisor** – April 2016 - August 2018
    - Facilitated public service relations for the library
    - Managed important library functions for patrons
    - Delegated and organized tasks for students to perform
    - Trained new workers necessary skills
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## AWARDS & FELLOWSHIPS

- **Mellon-UCLA Community Archives MLIS Internship**, Visual Communications, 2019-2020
- **Herbarium Fellow**, UCLA Herbarium, 2019
- **Library & Information Studies Alumni Fellowship**, 2018

## SKILLS

- Excellent writing capabilities
- Experienced with Photoshop and InDesign
- Copy-editing and critical editing
- Video and audio production
- Proficient in Microsoft Office Suite
- Public speaking and public service

## TECHNOLOGY

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|-------------------------------|--|
| • Content Management Systems: | Archivesspace, MS Access, Adobe Bridge |
| • Data Management:            | OpenRefine, MySQL                      |
| • Cataloging Tools:           | Voyager ILS, OCLC Connexion            |
| • Metadata Schemas:           | MODS, Dublin Core, VRA Core, METS, TEI |
| • Data Cleaning:              | OpenRefine, R Studio, Excel            |
| • Web Development:            | GitHub, Mobirise, HTML, CSS            |

## REFERENCES

Lori Dedeyan (Project Archivist, UCLA University Archives)  
 ldedeyan@library.ucla.edu

Abraham Ferrer (Archives and Distribution Manager, Visual Communications)  
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