

# Elizabeth Dawson

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## EDUCATION

### Drexel University

*Computing & Informatics*

Master's in Library and Information Science

GPA: 4.0

Philadelphia, PA

May 2025

### University of Delaware

*Biden School of Public Policy*

Graduate Certificate in Historic Preservation

Awards: William H. Williams Scholarship for outstanding work in American History from 1607-1865

William E. Meakin Memorial Award for outstanding academic performance in history and community service

Newark, DE

May 2022

*Bachelor of Arts*

Major: *History*, Minor: Museum Studies & Theatre Performance

May 2022

## EXPERIENCE

### University of Delaware Archives and Records Management

Technician and Student Worker

Newark, Delaware

January 2022-present

- Contribute to the University Archives through processing the Thomas F. Manns glass plate negative collection
- Work independently processing numerous collections within the University of Delaware archives backlog
- Process each collection to its completion through writing a finding aid
- Create processing plans, accession sheets, and inventory lists whenever needed for various collections
- Collaborate with supervisors and co-workers to create a nurturing, positive, and educational work environment

### Sandy Hill Camp & Retreat Center

Summer Camp Counselor and Family Vacation Staff

North East, Maryland

Summer 2019- Summer 2021

- Experienced working with children and adults of all ages at a camp with various lodging options and programs.
- Assisted in various settings, including arts and crafts, cooking/kitchen preparation, outdoor activities, retail store, supervising and interacting with campers in a safe and educational environment in 2019 and 2021.
- Aided in various capacities including camp store, arts and crafts, Covid-19 sanitization, kitchen preparation, and clean-up in 2020.

### Immaculate Heart of Mary School Aftercare Program

Aftercare Staff Member

Wilmington, Delaware

December 2017- February 2020

- Organized and implemented activities for children ages 3-14, such as overseeing homework, ensuring a clean and safe environment, and general care of children.
- Managed set-up and clean-up of activities and collaborated with coworkers to ensure safety and supervision of children.

## ACTIVITIES

### Phi Alpha Theta History Honors Society Omega Epsilon chapter

President

Newark, Delaware

August 2021-May 2022

- Organized and led weekly membership meetings.
- Facilitated and developed bi-monthly e-board meetings.
- Collaborated with outside organizations as the head of the honors society.
- Oversaw communication between the e-board, general members, and higher administration.
- Attended the BOLT! Leadership Conference.

Vice President

August 2020- May 2021

- Facilitated meetings when the president was unavailable.
- Worked with additional members of the e-board in a leadership position.
- Contributed beneficial ideas to the betterment of the honor's society.
- Worked as the social media/ merchandizing chair.