

Gavin R. Nelson

(919) 909-3258

grnelson64@gmail.com

OBJECTIVE:

- College graduate pursuing Master Degree in Library Science with a passion for research and archiving seeking an entry level position that will incorporate my excellent keyboarding and communication skills along with my keen sense of organization and attention to detail to help manage, store and distribute information.

SKILLS:

- Certified in Microsoft Office 2009
- Type 90 wpm
- Proficient in Windows 7, 10
- Proficient in Microsoft Suite (2007,2009 Word, Excel, Outlook,Powerpoint)
- Intermediate Marketing Knowledge
- Understanding of fundamental Business Operations and Communications
- Familiarity with Financial Accounting
- Principles of Contracts and Sales negotiation
- Data analysis
- Familiar with GIS software
- Collection Management skills
- Familiar with securing the acquisition of resource materials
- Strong written and oral communication skills
- Problem solving abilities
- Detailed and accuracy oriented
- Ability to listen, negotiate and compromise
- Public speaking presentation capability
- Extensive research ability
- Excellent writer, descriptive and engaging
- Intermediate Japanese Language ability
- Familiar with Scratch Software
- Proficient in relationship building and collaboration
- Intermediate Cataloging skills
- Familiar with verifying appropriate sources
- Familiar with Information resources and services
- CITI Certified in Human Research and Student Researcher Modules
- Mediation Services Certification

EDUCATION:

University of North Carolina

Greensboro, NC

- Masters in Library and Information Science Expected Graduation December 2019

I am Pursuing my Masters Degree in Library and Information Studies so that I can be well versed in archival procedures to maintain historical documents.

Western Carolina University

Cullowhee, NC

- Bachelor of Science in History
 - Minors in Japanese and Business Law
- Graduated Magna Cum Laude GPA 3.7

May 2017

During my time at WCU, I developed extensive analytical research skills that are a valuable asset to any task. My historical research experience ranges from North Carolina and American history to European history. It has given me an even sharper eye for detail. My Japanese minor gave me opportunities to explore another culture and learn not only the language but also their societal values. My Business Law minor exposed me to several courses that gave me basic knowledge of ethical business practices and will be beneficial as I pursue my career path.

University of North Carolina

Chapel Hill, NC

- Business Essentials Certificate

November 2016

The Business Essentials certificate program at UNC Chapel Hill- Kenan-Flagler Business School furthers the knowledge I developed while Minor in Business Law at WCU. The program gave me insight into real world business principles. The courses included business operations, financial accounting, business communications, marketing and economics. The skills this certificate program taught me are universal and will be an asset to not only myself but my future employer.

EXPERIENCE:

University of North Carolina

Wilmington, NC

- Archival Processing Intern

May 2019 – July 2019

Assisted archivists in the library's special collections department with processing and arranging a variety of collections from small ones to big ones. I became knowledgeable about the archival program called ArchivesSpace. I also became familiar with a multitude of different archival tools and techniques used to preserve collections as well.

Lowes Foods

Cape Carteret, NC

Cashier, Guest relations

August 2018- Present

Assist guest with checking out items, answering questions, providing advice and recommendations on products, operate scanners, scales and the cash register while handling the financial transactions. I also

resolve any customer service issues. I provide great customer service and make each and every guest feel special.

***STS, INC.
NC***

Fuquay-Varina,

- Back Office Intern

May 2017 – August 2017

Organized billing data to prepare for tax audit. Eliminated outdated records by scanning for archival purposes and disposed of originals. Processed confidential tax information. Created a more effective filing system to accelerate accounts payable and retrieval of data. Contributed to accounting team meetings by suggesting better processes for document storage and accessibility.

Western Carolina University

Cullowhee, NC

- Job Shadow-Intern

January 2014 - February 2014

Assisted Library personnel with shelving books and motoring lending materials. This experience made me choose a career in the field of Information Sciences.

Vann & Sheridan Attorney's

Raleigh, NC

- Back Office Intern

May 2011 - August 2011

Organized, Scanned and Disposed of archived documents.

Professional and personal references available upon request

