

Jessica Rothman

Current MLIS graduate student interested in museum archives and historical collections.

Arvada, CO
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EXPERIENCE

City and County of Broomfield, Broomfield, CO – Archives Intern

JANUARY 2023 - PRESENT

Scans and edits photographs and color transparencies for digitization. Appraises and catalogs items for accession in the CatalogIt system. Utilizes proper storage of archival materials and objects to ensure longevity and transparency. Maintains organization of collection items to archive standards. Currently cataloging a large personal collection belonging to a prominent figure in Broomfield history.

Children's Museum of Denver, Denver, CO — Teaching Kitchen Specialist

JULY 2022 - PRESENT

Facilitates cooking classes, workshops, and sample tastings with museum guests. Maintains focus on food education, nutrition, and sustainability. Collaborates with the exhibit coordinator and fellow specialists to care for and operate the kitchen. Researches and builds recipes based on monthly themes and multicultural inclusion. Engages in museum's social media presence by creating both live and pre-recorded videos of dish preparation. Participates in after-hours museum events. Certified in safe food handling and sanitation protocols.

Children's Museum of Denver, Denver, CO — Museum Associate

JUNE 2021 - JULY 2022

Collaborated with fellow associates to open and close museum exhibits. Assisted guests in navigating and facilitating play with interactive exhibits. Provided support to the guest services desk. Communicated with facilities, maintenance, and exhibits teams to ensure exhibits are operational and running smoothly. Promoted and followed safety protocols and prioritized the safety of guests. Participated in after-hours museum events.

Freelance Tutor, Denver Metro Area, CO

SEPTEMBER 2020 - JUNE 2021

Provided remote and in-person tutoring services for grades pre-K through 12, focusing on English, Language Arts, and writing. Facilitated and guided progress of remote learners in accordance with their school

SKILLS

Strong command of verbal/written English language skills

Microsoft Office Suite (10+ years)

Mac and Windows operating systems (10+ years)

GSuite (8+ years)

Curating collections on the Omeka platform

Metadata creation

Digitization and image/audio processing

Archive cataloging (Experienced with CatalogIt)

Archive item appraisal

Organized and goal-oriented

Sharp attention to detail

Adaptable to new and challenging tasks

Works efficiently both alone and in collaboration

PROFESSIONAL ORGANIZATIONS

Society of American Archivists (SAA)
Member

curriculum. Managed all aspects of private tutoring business.

Creative Learning Preschool, Aurora, CO — Group Lead Teacher

JANUARY 2018 - SEPTEMBER 2020

Instructed children between the ages of 3–5. Utilized the Creative Curriculum for Preschool with an emphasis on social-emotional development, writing and language skills, creative thinking and expression, and Pre-K arithmetic skills. Fostered independence and self-reliance in students by implementing activities that encouraged self-sufficiency and problem-solving skills. Maintained open and consistent communication with parents on the academic, social, and behavioral well-being of their children. Supervised several elementary-age students in their online learning during the COVID-19 pandemic, in addition to normal duties.

Landmark Academy at Reunion, Commerce City, CO — Teacher in Residence

AUGUST 2017 - JANUARY 2018

Administered quarterly reading comprehension assessments (DIBELS). Monitored classes of various subjects from grades K–8. Assisted in teaching a 7th grade math class while the classroom teacher was on leave of absence. Took responsibility for all grading and assessments while in this classroom.

Behavioral Measurement Database Services, Pittsburgh, PA — Outreach Researcher

JUNE 2015 - JULY 2017

Organized a multitude of instrument records. Gathered contact information from doctors and professors. Obtained permission to distribute health and psychosocial instruments. Aggregated data from multiple sources for entry into professional academic database.

EDUCATION

University of Denver, Denver, CO — Masters of Library and Information Science with a concentration in Archiving

JUNE 2021-PRESENT

Slippery Rock University of Pennsylvania, Slippery Rock, PA — Bachelor of Science in Education with a concentration in English and Language Arts

AUGUST 2008 - DECEMBER 2012