

JESSICA ROTHMAN

Arvada, CO · 724.255.5171

jdadisman08@gmail.com · [linkedin.com/in/jessicacrothman/](https://www.linkedin.com/in/jessicacrothman/)

Current MLIS graduate student approaching graduation in March 2023. Highly interested in archives and collections.

EXPERIENCE

JANUARY 2023 – PRESENT

ARCHIVES INTERN, CITY AND COUNTY OF BROOMFIELD

Appraises and catalogs items for accession in the CatalogIt system. Scans and edits photographs and color transparencies for upload to the catalog. Maintains proper storage of archival materials and objects to ensure longevity and transparency. Adheres to archival standard of collection organization. Has successfully completed one accession project and is currently cataloging a large personal collection belonging to a prominent figure in Broomfield history.

JULY 2022 – PRESENT

TEACHING KITCHEN SPECIALIST, CHILDREN'S MUSEUM OF DENVER

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.

JUNE 2021 – JULY 2022

MUSEUM ASSOCIATE, CHILDREN'S MUSEUM OF DENVER

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.

SEPTEMBER 2020 – JUNE 2021

PRIVATE TUTOR, FREELANCE

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 curriculum. Managed all aspects of private tutoring business.

JANUARY 2018 – SEPTEMBER 2020

GROUP LEAD TEACHER, CREATIVE LEARNING PRESCHOOL

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.

AUGUST 2017 – JANUARY 2018

TEACHER IN RESIDENCE, LANDMARK ACADEMY AT REUNION

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.

JUNE 2015 – JULY 2017

OUTREACH RESEARCHER, BEHAVIORAL MANAGEMENT DATABASE SERVICES

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

JUNE 2021 - PRESENT

MASTER OF LIBRARY AND INFORMATION SCIENCE, UNIVERSITY OF DENVER

Archiving focus. Has maintained a 4.0 GPA throughout program.

AUGUST 2008 – DECEMBER 2012

BACHELOR OF SCIENCE IN EDUCATION, SLIPPERY ROCK UNIVERSITY OF PENNSYLVANIA

Concentration in English and Language Arts.

SKILLS

- CatalogIt system
- Archive item appraisal
- Digitization and image/audio processing
- Metadata creation
- Omeka platform
- Coding and website design

PROFESSIONAL ORGANIZATIONS

- Member of the **Society of American Archivists (SAA)**