

Malu Arreguin

Los Angeles, CA

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(949) 547-1381

WORK EXPERIENCE

Archival Intern

April 2023 – Present

The American Film Institute

Los Angeles, CA

- Intern for the American Film Institute's Louis B. Mayer Library whose responsibilities include the processing and organizing of archival collections in digital environments.

Graduate Career Outcomes Project Assistant

April 2022 – Present

UCLA Graduate Division

Los Angeles, CA

- Responsibilities include conducting alumni research and providing further database management in support of various initiatives across UCLA.

Student Assistant

March 2022 – Present

UCLA Capital Programs

Los Angeles, CA

- Responsibilities include organizing and processing internal documents for digital archiving and database management.

Wikidata Project Research Assistant

June 2022 – December 2022

San Diego State University

San Diego, CA

- Internship with San Diego State University. Assisting the Cataloging and Metadata Strategies Librarian at SDSU in building faculty profiles on Wikidata.

Personal Assistant to Writer and Showrunner

September 2021 – February 2022

- Job responsibilities included but not limited to maintaining private affairs, scheduling appointments, script proofreading, transcriptions, coordinating travel arrangements and overseeing properties.

Freelance Writer and Copy Editor

March 2021 – August 2021

- Freelance writing work including assisting in non-profit and higher education grant writing projects, ghostwriting and copy editing for a business development e-book as well as various script proofreading assignments.

EDUCATION

University of California, Los Angeles

Expected Graduation in 2023

Master of Library and Information Science Candidate

Los Angeles, CA

- Degree in progress. Current concentrations include data management and digital preservation.

University of California, Berkeley

2019

Bachelor of Arts in English

Berkeley, CA

- Focused on Victorian, Modernism, and Post-Modernism literature and poetry.

SKILLS

- Well-versed in Microsoft Office Suite, Slack, Microsoft Teams, SharePoint, and Google Drive.
- Proficient in R Programming language for data analytics.
- Excellent verbal and written communication skills.
- Familiarity with data visualization software's such as Tableau and Flourish.