

# Ashley Fejeran

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## Education

University of Washington iSchool, Masters in Library and Information Science: *Completed June 2013*

Western Washington University, BA: English Literature, Minor: Spanish Language: *Completed June 2007*

## Experience

Project Assistant for the National Digital Newspaper Program

*Montana Historical Society - Helena, MT*

July 2, 2013 - Present

*University of Washington Libraries - Seattle, WA*

May 2012 - June 2013

- Assist in the evaluation and selection of newspapers for digitization
- Work with vendors to duplicate and digitize microfilm
- Collate newspapers on microfilm and generate metadata according to NDNF specifications (METS/MODS, MARCXML, PREMIS, ALTO)
- Maintain extensive knowledge of NDNF project standards and technical specifications for digitization
- Evaluate digital images and derivative files received from vendor
- Update and maintain database records for all project assets
- Manage the delivery of digital files and duplicate reels to the Library of Congress for archiving
- Participate in bi-weekly meetings with digitization vendor and other project staff
- Prepare promotional materials for project
- Teach and present tutorials on searching and using newspapers in Chronicling America
- Research and write blog posts and essays about historical newspapers
- Promote project through social media

Directed Fieldwork Intern

*Seattle Public Library, Special Collections - Seattle, WA*

January 2013 - March 2013

- Scanned over 200 historical photographs for digitization
- Generated metadata in accordance with Dublin Core metadata standards
- Processed digital image files for upload into ContentDM
- Edited and added metadata in ContentDM
- Researched and wrote a post for Seattle Public Library's blog on a series historical of photographs

HR Student Assistant

*Library Administration Office, University of Washington Libraries - Seattle, WA*

October 2011 - September 2012

- Completed bi-weekly payroll processing for library employees
- Input hours in UW and native Library (Access based) databases
- Exported data from Access to Excel and generated reports in Access
- Managed and sorted data in Excel using basic formulas and sort/filter functions
- Updated and maintained student and staff employee databases
- Created timesheets and student database records for new student employees
- Occasionally edited Human Resources Intranet web pages