

Ashley Fejeran  
9445 N. Saint Louis Ave  
Portland, OR 97203  
afejeran@gmail.com | (360) 941 1287

## **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*, National Digital Newspaper Program  
Montana Historical Society | Helena, MT

July 2013-August 2014

The National Digital Newspaper Program is a national project to digitize historical newspapers for online public access. Digitized newspapers are available for browsing and searching on Chronicling America, the project's website. ([chroniclingamerica.loc.gov](http://chroniclingamerica.loc.gov))

- Monitored and tracked deliverables through all stages of project
- Created and maintained database records for all project assets
- Worked with vendors to duplicate and digitize microfilm and ensured the timely delivery of all assets
- Generated extensive metadata and maintained detailed spreadsheets for all newspapers
- Maintained extensive knowledge of NDNP project standards and technical specifications for digitization
- Performed detailed quality control of digital images and associated metadata against their microfilm originals
- Reconciled discrepancies where necessary
- Performed data fixity and file validity checks on all project files
- Assured the secure delivery of delivery of digital files and microfilm to the Library of Congress for archiving
- Developed project documentation and best practices handbook and maintained library of project resources
- Participated in bi-weekly meetings with digitization vendor and other project staff
- Assisted in the evaluation and selection of newspapers for digitization
- Prepared promotional materials for project
- Presented tutorials on searching and using newspapers in Chronicling America
- Promoted project with social media (blog posts, Facebook, Instagram, Twitter)

*Project Assistant*, National Digital Newspaper Program  
University of Washington Libraries | Seattle, WA

May 2012-June 2013

- Generated and recorded detailed metadata for each newspaper
- Maintained extensive knowledge of NDNP project standards and technical specifications for digitization
- Used Optical Character Recognition and metadata processing software (DocWorks) to edit OCR text and perform quality control of digital images
- Maintained weekly progress reports with program manager
- Researched and wrote historical essay about a project newspaper
- Wrote blog post published to Washington State Library's blog
- Updated program Wiki site

*Student Assistant, Employment and Payroll Services*  
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
- Gathered, sorted, and managed payroll data from 3 separate databases
- Exported data from Access to Excel and generated reports in Access
- Identified and reconciled differences across payroll datasets
- Updated and maintained student and staff employee databases
- Created timesheets and student database records for new student employees
- Updated HR intranet pages
- Performed general clerical duties as assigned
- Answered phones and greeted visitors to the Administrative Offices

*Customer Service Manager*  
The Meadow | Portland, OR

October 2009-September 2011

- Fielded and responded to all customer inquiries (web, phone, and email)
- Updated website, events and product pages
- Wrote and implemented new customer service policies
- Managed all personnel files, oriented new employees
- Assisted with shipping and inventory management
- Managed and filled product orders
- Entered and paid bills with financial software (QuickBooks)
- Worked in the shop: assisted customers and made sales, fulfilled flower deliveries and created floral arrangements
- Reconciled tills and managed end of day procedures, made weekly bank deposits

## **References**

*Christine (Tina) Kirkham*  
National Digital Newspaper Program Coordinator, Montana  
Montana Historical Society  
406-444-0203  
ckirkham@mt.gov

*Erik Dahl*  
Employment and Payroll Services Manager  
University of Washington Libraries  
206-685-1820  
eadahl@uw.edu

*Shawn Schollmeyer*  
National Digital Newspaper Program Coordinator, Washington  
Office of the Secretary of State  
Office 360-570-5568 | Cell 360.480.9538  
shawn.schollmeyer@sos.wa.gov

*Mark Bitterman*  
Owner, The Meadow  
503-770-0070