

# Olivia Reed Miller

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## SKILLS

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User Experience, Graduate Level Research, Solo and Group-based Internet Surveys and Research, Web Programming, Information Architecture, Information Systems

## EDUCATION

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**San Jose State University** | *Aug 2014 – current*

Expected Masters, Library and Information Science (Dec 2016)

**University of California Santa Barbara** | *Sep 2010 – Jun 2014*

BA, English. Minor in Feminist Studies

## Experience

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**Office Associate at Cleansweep Services** | *December 2015 – (current)*

- Assist payroll processing and certified payroll reporting
- Maintain office records using Excel, Word, and Adobe Acrobat

**Archive Intern at Montalvo Arts Center** | *Jun 2014 – May 2016*

- Worked with a representative from History San Jose to re-catalog Montalvo's archive
- Implemented a digital catalog to preserve and organize the current collection
- Maintained and improved physical storage of documents, photographs, and records

**Editorial Assistant at UCSB Davidson Library Department of Special Collections**

*February 2012 – June 2014*

- Assisted the editors with the development and maintenance of the Encyclopedic Discography of Victor Records (EDVR)
- Researched, analyzed, and transcribed information from a variety of primary and secondary sources
- Performed tasks with accuracy and attention to detail in research and information entry