

Samuel Jacob

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Education School of Information, University of Michigan, Ann Arbor, Michigan
Master of Science in Information (MSI): April 2003
Specialization: Archives and Records Management

University of Chicago, Chicago, Illinois
Bachelor of Arts, Honors: June 1999

Work Experience

- 4/11-9/17 Crew Member, Trader Joe's, Chicago
Providing direction and recommendations to customers.
Conducting cash handling, debit and credit transactions in purchase of items.
Reconcile cash drawer at end of day;
Receive incoming freight and stock shelves.
- 2/04-12/07 Struggles for Justice Programme Co-ordinator, South African History Archive, Johannesburg, South Africa
Managed the systemic addressing of backlog of unprocessed archival materials.
Provided advice, direction and support to archive patrons.
Accounted for all funds and resources allocated to SFJ Programme.
Conceptualized and found funding for an outreach pilot programme which provided History teachers in South Africa with archival sources from SAHA's collections.
Collaborated with University of Witwatersrand on digitization project of materials relating to the Truth and Reconciliation Commission and a published guide of archival resources related to the TRC.
Supervised staff, interns, and contract workers.
- 8/03-9/03 Archival Consultant, Harry Oppenheimer Okavango Research Centre, Maun, Botswana
Served as sole archivist on three-member team performing three-week on-site survey of two extensive archival collections.
Processed pilot segment of 11 linear feet of personal papers. Created preliminary finding aid and prepared processing plans and inventories for both collections.
Upon return, drafted final report, including recommended preservation strategies and institutional policy reform guidelines, to ensure continued access to these unique materials.

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- 1/03-8/03 Reference Assistant, Bentley Historical Library, University of Michigan, Ann Arbor, MI
Assisted students, faculty members, and the general public with obtaining information relating to historical collections, genealogy and University records
Conducted research and craft responses to remote reference queries
Oriented patrons to collections and library policy
- 6/03-8/03
- 5/02-8/02 Processing Assistant, Bentley Historical Library, University of Michigan, Ann Arbor, MI
Appraised and arranged unprocessed manuscript collections and University record groups
Authored finding aids
Formatted finding aids for conversion into MARC and EAD records
- 11/01-12/02 Graduate Student Research Assistant, School of Information, University of Michigan, Ann Arbor, MI
Performed literature searches and maintained growing bibliographic database of sources on the implications of electronic records on the Freedom of Information Act
Assisted in designing interview protocol for research initiative funded by National Science Foundation
Conducted twenty interviews with Senior FOIA Officers in twenty governmental agencies regarding their treatment of electronic records pursuant to FOIA requests
Organized and assisted in the analysis of interview responses
- 10/00-12/00 Table Talk Apprentice, Salon.com, San Francisco, CA
Assisted in management of online forum area of premier Internet news and culture site
Altered participant settings in response to queries from users
Monitored, described and participated in forums
Authored captions to attract readers to specific topic threads
- 1/00-4/01 Web Assistant, Nicholas Brealey Publishing, London, UK
Updated, edited and coded sales and marketing site for and independent publisher of business books while participating in the Work in Britain program of the British Universities North America Club

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Technical Skills

Operating Systems: Mac OS X/9, Windows 2000/ME

Office Management and Graphic Design: Microsoft Office, Adobe Photoshop, Adobe Acrobat, Adobe Illustrator, Quark

Web and Other Electronic Documents: XML, XHTML, CSS2, CSS1, EAD, PHP

Databases: MySQL, Filemaker Pro, MS Access and some knowledge of Oracle

Online Searching: Intermediate Experience with DialogClassic and Westlaw Databases

Non-textual Formats: Experience projecting 35mm and 16mm film reels and handling Digibeta, D1, D5, DV, BetaSP, 1-inch and 1/2-inch tape decks

Language Skills

Extensive knowledge of written and spoken Spanish and German

Relevant Coursework

Archives and Records Management: Access Systems for Archives, Problems in Archival Administration Seminar, Preserving Information, Management of Electronic Records,

Other: Online Searching and Databases, Design of Complex Websites, Database Application Design, Intellectual Property and Information Law, Museum Techniques

Professional Organizations

4/02 - Present Society of American Archivists, University of Michigan Student Chapter
Member since Fall 2001
Officer 2002-2003

Awards

Awarded *Full Tuition Opportunity Scholarship* by the School of Information, 2001-2003