

# SARAH LEBOVITZ

ARCHIVIST

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## EDUCATION

### University of Michigan 2017 School of Information

Ann Arbor, MI

Master of Science in Information  
Archives and Records Management

### Colorado College 2013

Colorado Springs, CO

Bachelor of Arts in Anthropology  
Minor in Religious Studies

## CONFERENCES

### Society of American Archivists 2017

Portland, Oregon

Poster Presenter: "Global Information  
Engagement: Processing in an Activist  
Archives and Developing an Institutional  
Processing Manual at the UWC-Robben  
Island Museum Mayibuye Archives"

### Society of American Archivists 2016





Atlanta, Georgia

Poster Presenter: "Words of Wisdom with  
SAA"

## RELEVANT EMPLOYMENT EXPERIENCE


### Student Processing Archivist 2016-

The Bentley Historical Library 2017  
Ann Arbor, MI

-  Engaged MPLP theory to process 13 collections measuring over 100 linear feet and created DACS compliant finding aids in ArchivesSpace
-  Analyzed and independently decided on processing level needed for collections in addition to developing comprehensive processing plans
-  Created 13 MARC records with vocabulary grounded in LOC authorities
-  Maintained serials and periodicals using Aleph to ensure records reflect current holdings

### Student Research Assistant 2012





The Colorado College  
Colorado Springs, CO

-  Worked with Dr. Esteban Gomez and Elisa Fernández with a team of anthropology students at two separate dig sites, using STP and Harris Matrix dig methods

### Global Information 2016

#### Engagement Program Fellow

University of Western Cape  
Robben Island Museum Mayibuye  
Archives  
Cape Town, South Africa

-  Provided descriptive finding aid fields by researching international standards and descriptive standards of other SA archival institutions
-  Developed and conducted two workshops with workbooks to train staff in use of adapted MPLP theory processing
-  Collaborated with staff to develop and implement finding aid and processing guidelines specific to the Mayibuye Archives
-  Standardized processing and description of current collections, combining existing Mayibuye Archive practices with previously conducted research to ensure relevance and ease of transition

## SKILLS

### Archival Software

ArchivesSpace  
Aeon  
Aleph  
Oxygen XML  
ResCarta

### Standards

MARC  
EAD  
LCNA  
DACS  
ISAD(G)

### Programming

HTML  
CSS  
XML

### Other Computer Skills

Adobe InDesign  
Social Media

## ORGANIZATIONS

### Steering Committee Member

Society of American Archivists  
*Human Rights Archives Roundtable*

### Education Intern

Colorado Springs Pioneers Museum  
*Colorado Springs, CO*

### Panhellenic Vice President of Recruitment

Delta Gamma Fraternity  
*Colorado Springs, CO*

## LEADERSHIP POSITIONS

### Student Chapter Officer

2015-

Society of American Archivists  
University of Michigan

2017

- Organized and hosted events on and off campus for students such as repository tours, resume workshops, and networking events
- Managed budget to bring in guest speakers, purchase merchandise, and provide funds for travel and tours
- Planned Archives Blitzes with local repositories to engage students in hands-on training with archival material

### Peer Advisor

2016-

University of Michigan

2017

- Provide resources to School of Information students regarding current curriculum and administrative practices through one-on-one advising sessions
- Function as intermediary between Office of Student Affairs and the student body
- Work with other peer advisors to plan advising programming, and create and implement useful course planning tools for students

## RELEVANT COURSEWORK

### Preserving Sound and Motion

Digitized radio broadcast records, audio reels, and scripts. Used ResCarta to transcribe scanned scripts and to sync with audio.

### Access Systems

Created MARC records and valid EAD records. Learned ArchivesSpace interface, including batch data import.

### Semantics-Based Knowledge Descriptions and Organization

Generated UML models, Relax NG schemas, XML instance documents, and XSLT style sheets.

### Design of Complex Websites

Learned basic HTML, CSS, JavaScript, and PHP in order to design and create functioning portfolio website.