

SARAH LEBOVITZ

ARCHIVIST

 @archivitz
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 sarahleb.github.io

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

- Provided resources to School of Information students regarding current curriculum and administrative practices through one-on-one advising sessions
- Functioned as intermediary between Office of Student Affairs and the student body
- Worked with other peer advisors to plan advising programming, and created and implemented 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.