SARAH LEBOVITZ
ARCHIVIST

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🖥 sarahleb.github.io

EDUCATION

**University of Michigan
School of Information**   2017

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

Part-Time Temporary Adult Services & Archives Assistant   2017-2018

Hudson Library and Historical Society, *Hudson, OH*

- Process collections and generate DACS compliant finding aids online using OhioLink EAD, and exert physical control over existing archival collections to better meet patron demand

- Assist patrons with digitization of personal material including photographs, slides, vinyl records, VHS tapes, and cassette tapes

- Perform reference and outreach duties such as answering patron questions via e-mail, phone, and in-person, and creating marketing content and promotional material for library programming

Student Processing Archivist   2016-2017

Bentley Historical Library, *Ann Arbor, MI*

- Processed and arranged 13 collections (100 linear feet), and created both DACS compliant finding aids in ArchivesSpace and MARC records for each collection

- Independently decided on level of description needed for processing collections and developed comprehensive processing plans

- Maintained serials and periodicals using Aleph to ensure records reflected current holdings while supervising undergraduate students

Global Information Engagement Program Fellow   2016

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

- Collaborated with staff to develop workshops and implement finding aid and processing guidelines specific to the Mayibuye Archives

- Standardized processing and description of current collections, combining existing practices with previously conducted research to ensure relevance and ease of transition

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SKILLS

Archival Software
ArchivesSpace
OhioLINK
Aeon
Aleph
SIRSI
Oxygen XML

Other Computer Skills
Adobe InDesign
Social Media
Audacity

Standards
MARC
EAD
LCNA
DACS
ISAD(G)

Programming
HTML
CSS
XML

ORGANIZATIONS

Hudson Library and Historical Society
Archive Volunteer

Cleveland Museum of Natural History
Archive Volunteer

Steering Committee Member
Society of American Archivists
Human Rights Archives Roundtable

Education Intern
Colorado Springs Pioneers Museum
Colorado Springs, CO

LEADERSHIP POSITIONS

Student Chapter Officer   2015-
Society of American Archivists   2017
University of Michigan

- 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 advising sessions

- Functioned as intermediary between Office of Student Affairs and 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.