

Sophie Mearns

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EDUCATION

Master of Library and Information Studies – Archival Studies, Print and Visual Culture Expected June 2027
University Of California, Los Angeles

Bachelor of Arts: Education, Democracy and Justice June 2023
Minor in History of Art and Visual Culture
University of California, Santa Cruz

PROFESSIONAL EXPERIENCE

Archival Intern, The June L Mazer Lesbian Archives, West Hollywood, CA November 2025 - current

- Work closely with archivist to design and implement a Digital Asset Management (DAM) interface for digital collections, cleaning and standardizing metadata in structured CSV formats to support system infrastructure, and discoverable, sustainable digital access.
- Support project workflows for metadata standardization and DAM development, setting priorities, tracking progress and ensuring deliverables meet archival best practices.
- Clean, standardize, and input metadata to improve consistency, discoverability and long-term sustainability across digital collections.
- Process and categorize physical collections for digitization, scanning materials and creating metadata to support integration into the DAM systems and online access sites.
- Handle sensitive materials with discretion, maintaining confidentiality and upholding ethical standards.
- Proficient utilizing Excel, Airtable, Reclaim Hosting, GitHub, and Omeka to import, export, manage and publish metadata following archival best standards.

Bookseller, Children's Book World, Los Angeles, CA January 2026 – current

- Organize and shelf inventory according to author, genre, and subject classifications, ensuring accurate categorization and ease of discovery.
- Recommends titles to customers based on age, interests and reading level, targeting personalized selections
- Maintains accessible retail displays, supporting intuitive discovery and user centered access to materials.
- Assist with inventory organization and stock management.

Archival Intern, Santa Cruz Public Libraries, Santa Cruz, CA August 2024 – August 2025

- Organized and digitized archival materials, ensuring accuracy, accessibility, and long-term preservation
- Created and maintained detailed metadata and records supporting research and public access.
- Applied meticulous attention to detail in handling and cataloguing fragile and sensitive collections.
- Collaborated with staff to support community programs and public-facing archival initiatives
- Managed retrieval, re-shelving, and careful transportation of library materials in a high-volume setting.

Exhibit Preparator, The MAH, Santa Cruz, CA October 2024 – February 2025

- Assisted with installation and dismantling of exhibitions, adhering to tight project timelines and museum standards.
- Handled artworks and artifacts safely during transport, installation and display ensuring preservation standards.
- Prepared exhibit spaces including art installation, painting, display assembly, and lighting
- Supported curatorial and museum staff by adhering to efficiency standards and project coordination.

Front Desk & Youth Programs Assistant, Pacific Edge, Santa Cruz, CA September 2024 – July 2025

- Managed front-desk check-ins, class sign-ups, parent waivers, and phone inquiries.
- Facilitated climbing lessons for elementary-age youth with a focus on safety, technique, and confidence-building.
- Ensured adherence to safety protocols and proper equipment use while supervising students.
- Supported smooth program operations by updating member accounts, processing enrollments, and assisting instructors as needed.

Barista, The Buttery Bakery & Café, Santa Cruz, CA.

December 2021 – June 2023

- Delivered excellent customer service in a high-volume environment, maintaining professionalism under pressure.
- Managed multiple orders and tasks efficiently while ensuring accuracy and quality.
- Trained new employees in workflow and customer interaction protocols.
- Handled cash, managed inventory, and upheld health and safety standards.

Museum Education Volunteer, The MAH, Santa Cruz, CA

September 2024 – February 2025

- Opened and supervised gallery spaces, ensuring a welcoming and engaging environment for visitors of all ages
- Engaged one on one with children and families to provide informal teaching and learning experiences.
- Guided school groups through museum galleries, offering age-appropriate context and interpretation of artworks and exhibition content.
- Supported and facilitates lesson plans developed by museum educator, assisting with hands on activities, discussion-based learning and in situ-based instruction.
- Adjusted communication and facilitation approaches to support different learning styles and foster active engagement among a wide range of visitors.