

ROBERT SMITH

Digital Archivist

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SUMMARY

Looking to contribute to the growth and success of a respected organization, as a highly functioning team member; bringing education and experience to work for the benefit of the team.

SKILLS

Microsoft Office, Adobe.

WORK EXPERIENCE

Digital Archivist

The University Of Montana Maureen And Mike Mansfield Library - May 2015 – June 2017

- Assist with the digitization of library materials.
- General duties include scanning library materials using an overhead and/ or flatbed scanner.
- Perform quality control of scanned images.
- Process scanned images using Adobe Photoshop.
- Record scanned image description information in an online form.
- Transfer scanned images to archival CD-ROM.
- Successfully used multitasking to execute tasks Participates as an active member of the library staff Entrusted with sensitive library and archival documents.

Digital Archivist

Delta Corporation - 2012 – 2015

- Team member of NASA Images project.
- Indexed NASA historical data in multiple formats (photos, documents, technical reports).
- Assigned meta-data for 75,000 technical documents.
- Images can be viewed here <http://ntrs.nasa.gov/method=aboutntrs>.
- Fort Collins, Colorado Digital Archive Scanner Preserved thousands of prestigious documents Scanned and digitally enhanced documents on various .
- Managed staff of six people, including full-time archivist, two layout artists/production personnel, and copyeditors Researched, collaborated on and .
- Supervisor Alphonse LaPorta, 240-506-7076, may be contacted Worked independently processing archival materials within parish before cataloging with .

SCHOLASTICS

- Bachelors in History and Political Science - (The University of Montana)