

Education and Credentials

Certified Archivist

Academy of Certified Archivist 2020

Masters of Arts in Public History

University at Albany, SUNY 2019

Masters of Science in Information Science

University at Albany, SUNY 2017

Bachelor of Arts in History

West Texas A&M University 2013

Associates of Arts in Theatre

Cotter College 2010
Dean's List

Current Experience

State University of New York Maritime College, Bronx, NY 2020-present

Scholarly Communications Librarian and Archivist

- Promote archival collections through monthly newsletter, LibGuides, social media, and monthly displays to the Maritime College community and the public.
- Process paper and electronic and audio/visual records in archives and special collections using current archival standards and practices.
- Create new finding aids and upload legacy finding aids using ArchivesSpace.
- Digitize records and 3D objects, create metadata, and upload into CollectiveAccess.
- Preserve digitized records and born digital records into DuraCloud.
- Collect photographs, records, and other archival materials from outside donors, college departments, students and alumni.
- Providing archival research assistance to visitors on-site, email, and over the phone.
- Delivers archival instruction sessions using primary resources from the Archives collection to graduate level and undergraduate level Humanities courses.
- Train student workers in basic archival processing and create manuals for ArchivesSpace and CollectiveAccess for both students and staff.

Recent Experience

West Babylon Public Library, West Babylon, NY 2019-2020

Reference Librarian, Adult Reference Services

- Performed reference tasks including answering phones and in person requests for information.
- Planned programming for adult patrons, including contacting, negotiating, and creating flyers for presenters.
- Performed collection development for non-fiction history and travel collections.
- Developed bibliography and reading lists for patrons and community groups.
- Oversaw the library's archival collection and promote resources to patrons.

State University of New York Stony Brook, Stony Brook, NY

2019-2020

Instructional Support Associate, Access Services

- Taught student assistants through Blackboard by creating discussion forms that focus on teamwork and leadership skills, and assignments to practice basic research skills and improve patron service experience.
- Processed Document Delivery requests for SBU community.
- Supervised student assistants during evening and weekend shifts.
- Oversaw the circulation desk by providing regular circulation tasks, managing student accounts, and answering reference inquiries.

New York State Archives, Albany, NY

2015-2019

Graduate Assistant, Access Services

- Processed collections by analyzing and evaluating materials deemed archival to be accessioned including audio and visual, photo albums, and maps.
- Created finding aid descriptions according to current EAD standards and DACS standards for better access to researchers.
- Participated with outreach and marketing teams focused on advocating the Larry J. Hackman Award, History Day, and promoting NYSA in social media posts.
- Managed the registration desk and providing access to the research room for visitors and researchers.

Technical Skills

- Digital Humanities: Gephi, OpenRefine, Tableau, and Twine.
- Productivity Software: MS Office, Google Suite, Doodle Poll, Zoom, and SurveyMonkey.
- Social Media: Facebook, Twitter, YouTube, Instagram, Constant Contact, and Razor's Edge.
- Archives Platforms: Archon, ArchivesSpace, CollectiveAccess, DuraCloud, and Preservica.
- Web Design: HTML, CSS, WordPress, Wix, Canva, Omeka, Google Suite.
- Metadata Standards: DACS, EAD, MARC, DC, AACR2, AAT, and LoC.
- Library Catalogs and Software: Primo, Alma, Sierra, Encore, Koha, ILLiad, PC Preservation, EnvisionWare, WorldCat, LibApps, and Blackboard.

Professional Development

- Public Librarians Professional Certificate, New York State Library, 2019-2024
- Society of American Archivist Mentoring Committee, Member of Mentoring Cohort Subcommittee, 2020-2023.
- New York Archives Conference, Board member.
- SUNY Librarians Association, SUNY Maritime College delegate, 2020-2022.
- Society of American Archivist, Student and New Archives Professionals Mentoring Cohort, co-mentor 2021.
- Chair of Distinguished Service Award Subcommittee, Society of American Archivists 2020-2021 and subcommittee member 2018-2021.
- Society of American Archivist, Student and New Archives Professionals, Steering Committee member, 2020-2021.

Presentations and Travel Grants

- Mid-Atlantic Regional Archives Conference, “Ships Sites of Memory: Collecting Maritime History” poster presentation, October 2021.
- SAA SNAP Presentation, “Start a New Position During a Pandemic”, June 2021.
- New York State Archives Conference, “Challenge of Processing the Records of a Local Nonprofit Organization”, poster presentation, 2017.
- Mid-Atlantic Regional Archives Conference, “Creating an Artificial Collection: Finding Commencement Speeches at RPI”, poster presentation, 2017.
- Student Travel award to the New York Archives Conference 2016.

Professional Memberships

- Society of American Archivists
- New York Archives Conference
- Mid-Atlantic Regional Archives Conference
- SUNY Library Association

Expected Publications

- *International Journal of Naval History* “Inside the Archives” for expected publication date Fall 2022
- *The Lone Archivist* case study, “Restarting an Archives” expected publication date 2022.