

Archives Intern – Archives of American Mathematics

- Effectively planned and completed processing and preservation procedures for archival collections of technical and teaching materials of mathematicians and physicists, including paper documents, photographs, and digital media.
- Prepared finding aids, EAD records, and MARC records for collections processed.
- Drafted articles marketing recently processed collections for publication in the news magazine of the Mathematic Association of America.

7/2008-8/2008, 4/2009

Universidad Francisco Marroquin

Guatemala City

Archives Consultant – Biblioteca Ludwig von Mises

- Established collecting archives in university library, including drafting policies, training staff, and preparing guidelines for archival processing; prepared detailed plan for library employees to proceed with processing of collections in repository.
- Established standards for archival processing of paper collections at library, processed collections, and prepared finding aids in Spanish.
- Trained library employees regarding processing, description, and preservation of archival collections during two week course (8/2008); trained professionals from various archives in Guatemala City in archival policies and procedures (4/2009).
- Prepared and delivered presentation in Spanish on basic archival principles for professionals in various fields as part of library outreach program.

1/2005 – 1/2007

Peace Corps

El Sauce, Costa Rica

Volunteer – Rural Community Developer

- Organized, trained, supervised, and sustained local women's group in small business endeavors.
- Worked with local development association to prepare grant proposals for development projects.
- Volunteered as part of Resource Center Committee to organize library at Peace Corps office.
- Acted as President of Volunteer Action Committee from 4/2006 - 1/2007: worked as liaison between volunteers and office staff, organized and conducted meetings with regional representatives and meetings with staff, organized and conducted volunteer conference, worked directly with country director to address and resolve volunteer and staff issues.

VOLUNTEER EXPERIENCE

- Missionary, 11/1998 - 5/2000: Organized and performed various service projects, taught English, prepared and presented various classes and seminars on religious and non-religious topics, and trained other missionaries in religious and community service-oriented environments.

PROFESSIONAL ORGANIZATIONS

- Member, Society of American Archivists.
- Member, Society of Southwestern Archivists.

SCHOLARSHIPS AND AWARDS

- Alice Duggan and David Caldwell Gracy Endowed Presidential Scholarship for the 2007-2008 and 2008-2009 academic years, University of Texas at Austin.
- John Michael Caldwell Student Scholarship, Society of Southwestern Archivists, 2009.