

## Education

University of North Texas

Master's Degree, Library Science, 2015

Lamar University

Bachelor of General Studies, Liberal Arts, 1989

Lamar University

Bachelor of Science, Fine and Studio Arts, 1989

## Professional Experience

(June 2022-Present)

### **University Archivist**

Reports directly to the Dean of the Library

The University Archivist supervises a department consisting of one full time librarian and two full time staff members. Duties are as follows:

- Develop and maintain an effective records management program.
- Organize and create finding aids for the archival and special collections using current best practices.
- Develop and disseminate appropriate policies and procedures including a collection development policy.
- Provide reference assistance for archival and special collections materials as needed.
- Develop and maintain an outreach program, including working with university faculty to increase usage of resources and in learning and research.
- Oversee the special collection endowment fund.

Achievements are as follows:

- Work with entire staff to take measurements of the boxes and holdings in Archives and Special Collections, located on various floors of the library, for the Library Focus Group.
- Prepared Records Management Training Presentation.
- Gave presentation to the Faculty and Staff of the Mary and John Gray Library.
- Initiated an inventory of the Special Collection books.
- Disposed of magnetic media from the library vault.
- Acquired new equipment- Bookeye V scanner, Fijitsu hi speed scanner, Ebson film and negative scanner.

(October 2020-June 2022)

### **Acting University Archivist**

Reports directly to the Dean of the Library.

In this position, the duties are to maintain the University Archives and Special collections and manages one employee.

- Updated the Archives and Special Collections web pages.
- Updated the Hurricane Preparedness Manual
- Requested and granted the purchase of a digital camera and equipment for departmental use.

(August 2020-June 2022)

**Records Management Assistant**

Lamar University

Reports to Dean of the Library

This position required the implementation of a records management program which includes consulting and education in records management processes and procedures for campus departments.

- Created a brochure introducing records management.
- Visited various colleges to bring about awareness of records management.
- Currently working on the re-certification of the university Records Retention Schedule

(June 2018-July 2020)

**Library Associate**

Lamar University

Reports to University Archivist

Performed professional and technical duties in support of the library's Archives and Special Collections department which include providing reference assistance to the collections in person and/or virtually.

- Worked in conjunction with the Registrar's office to digitize and make available on the library's web page the Lamar University Catalogs.
- Consolidated four rooms of collections into one room.

(July 2015-January 2018)

**Library Clerk**

Tyrrell Historical Library

Reports to the Branch Manager

Assisted researchers in genealogy and/or local history. Photographed and/or scanned and digitized original photographs, documents, and three-dimensional objects for the archives.

- Designed photography laboratory for the digitization of collections.
- Created metadata for the digital collections.

## Certifications

- ARMA –Certificate Holder—Essentials of Information Governance-2022
- ARMA – Certificate Holder – Essentials of Records and Information Management-2020
- SAA – 5.0 Archival Recertification Credit (ARC), 2.0 Digital Archives Specialist: Tactical & Strategic, 0.75 General CEU Credits – Building Advocacy & Support for Digital Archives-2019
- SAA – 5.0 Archival Recertification Credit (ARC), 1.0 Digital Archives Specialist: Tools & Services, 0.75 General CEU Credits – Email Archiving #2014-2019
- Human Resources, Lamar University – Code of Ethics Verification-2020
- Lamar University – Mandated Security Awareness Training-2020
- EVERFI – Harassment & Discrimination Prevention-2020
- Texas Workforce Commission Training and Development – Diversity, EEO, and Discrimination Prevention-2018
- EVERFI – FERPA Basics (New – 2016) – Bridges: Building a Supportive Community2018
- Texas Workforce Commission Training and Development – Diversity, EEO, and Discrimination Prevention2018
- Lamar University – Child Abuse Reporting & Training Program-2018

## Professional Affiliations (Current and Past)

- **ARMA International, Inc. 2020-present**
- **Society of American Archivists 2020-present**
- **American Library Association 2014-2020**
- **Texas Library Association 2014-2020**

## Committee Service

- Lamar University Records Retention Committee—Chair-2020-present
- Faculty Corner Committee, Lamar University-2021-present
- Search Committee for Reference Engagement and Learning Librarian-2022
- Search Committee for University Archivist, Lamar University-2020
- Search Committee for Library Services Associate, Lamar University 2019

## Community Service

**Grottoes of North America – Cashan Grotto – Monarch 2011-2012, 2021-2022  
Treasurer 2012-2017**

**Beaumont Masonic Lodge #286 – Master of 2012-2013**

**Citizens Police Academy – 2014**

**Citizens Police Academy Alumni Association-2014-2021**

**Shorkey Center Board of Directors-2012-2015**

## Honors/Awards

Phi Kappa Phi Honor Society-2015

Alpha Chi Honor Society-2015

Golden Key Honor Society 2015

## Special Presentations

- Wayne Reaud Honor's College "The Lumber Industry in the Big Thicket" 2020
- Wayne Reaud Honor's College "Downtown Architectural History" 2019
- Various Organizations "History of Texas Firearms in the Civil War"-2013

## Creative Works

- Gave an interview on historic bottles discovered in Beaumont on Television Channel 12, September 5, 2018
- Collaborated with Richard Gachot's Survey of Historical Buildings in Beaumont, Texas funded by the Beaumont Heritage Society and Texas Historical Commission. --2017

## Skills

Proficient in Adobe Photoshop, Gimp, and other photo software programs.

Proficient in Microsoft software programs.

D Space

CONTENTdm

EAD

DACS

Writing Finding Aids

Digital photography and digital imaging

HTML and XML

Customer Service

Extensive knowledge in local and Texas history