

Education

University of North Texas

Master's Degree, Library Science
Bachelor of General Studies, Liberal Arts, 1989

Lamar University

Bachelor of Science, Fine and Studio Arts, 1989

Professional Experience

• 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:

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- Acquired new equipment-

(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

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