

Jennifer Perritt

Archivist completing a Master's degree in Information Studies from the School of Information at the University of Texas.

EXPERIENCE

Catholic Archives of Texas, Austin, TX — Archivist

August 2018 - Present

- Processes materials including rehousing, arrangement, and description.
- Writes finding aids for the Texas Archival Resources Online database.
- Completed a large-scale manuscript digitization project.

Perry-Castaneda Library, Austin, TX — Graduate Research Assistant

June 2019 - August 2019

- Created, edited, and maintained database of patron records.
- Provided circulation services and quick reference services as needed.
- Completed content management projects, including barcoding.

Dolph Briscoe Center for American History, Austin, TX — Archivist

September 2018 - August 2019

- Processed ExxonMobil materia and created EAD finding aids.
- Uploaded legacy data to ArchivesSpace platform, following appropriate metadata standards and taxonomies.
- Provided reference services for patrons in the reading room.

State Historic Preservation Office, Jefferson City, MO — Archivist

November 2016 - July 2018

- Digitized 90% of the state's architectural survey and records.
- Scanned, arranged, and rehousing manuscripts and photographs.
- Attended and helped plan cultural heritage resource meetings.

EDUCATION

University of Texas, Austin, TX — Master of Science in Information Studies

August 2018 - May 2020

Emphasis in Archival Studies. Graduate portfolio in Museum Studies..

University of Missouri, Columbia, MO — Bachelor of Arts in History and Sociology

August 2013 - May 2017

Contact Information

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ePortfolio: [Click to view](#)

LinkedIn: [Click to view](#)

SKILLS

Archival processing

Library cataloging

Reference and circulation services

Digitization

CONTENT MANAGEMENT

ArchivesSpace, SIERRA, Aeon, MariaDB

CONTENT STANDARDS/LANGUAGES

DACS, EAD, MARC, MeSH, LCSH, DCMI, HTML, XML, JSON, PHP

RECENT PROJECTS

Archival Education: Led a group of elementary school students through an archival processing project.

Database Design: Constructed a database from the ground up using MySQL and MariaDB.

Cataloging: Cataloging a medical textbook collection for a small library using LibraryThing and TinyCat.

PROFESSIONAL DEVELOPMENT

Society of American Archivists

American Library Association

SAA UT Student Chapter

Austin Archives Bazaar Volunteer

Austin History Center Volunteer