

Sara Janes

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St. Thomas, Ontario

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Website: <http://www.skjanes.com>

Objective:

Full time employment as an archivist. Available beginning in August 2007.

Education:

Masters of Library and Information Science 2007
McGill University, Montreal, Quebec
Specialization: Archives

Bachelor of Science, Honours 2005
University of Toronto, Toronto, Ontario
Major: Astronomy
Minors: Physics, History and Philosophy of Science

Skills:

- Familiar with Rules for Archival Description (RAD), Encoded Archival Description (EAD), Encoded Archival Context (EAC) and other metadata standards
- Knowledge of document management systems and database principles, including SQL, InMagic, and Microsoft Access
- Web design in XHTML and CSS
- Comfortable with operating systems (Windows, Mac, and Linux) and software (Microsoft Office, web applications, Photoshop/the GIMP)

Professional Experience:

Information Clerk *Contract, 2007*
Canadian Union of Public Employees, Ottawa, Ontario

- Implemented department-wide electronic document management system, including development of information architecture, population with documents, and training
- Inventoried and processed archival records
- Organized and catalogued departmental library
- Authored reports on information policy

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Archival Assistant

Part-time, 2006-present

Sacred Heart School, Montreal, Quebec

- Developed photographic archives program; researched and implemented best practices for care of a variety of photographic media
- Arranged and described photographic collection
- Performed preservation measures for nineteenth and early twentieth-century photographs
- Provided access to photographic collections through a digitization initiative

Practicum Student

2007

McGill University Archives, Montreal, Quebec

- Assisted with operations of the archives, including accessioning, donor relations, arrangement, description, and reference service
- Managed a collection comprised of seven related fonds, including appraisal, arrangement, and the creation of a finding aid
- Described photographs for inclusion in a database

Special Project Archives Assistant

Contract, 2006

Rare Books Department, McGill University Library, Montreal, Quebec

- Described archival materials for inclusion in a user-searchable database
- Developed procedure and standards for description of these materials

Archival Assistant

Volunteer, 2006-present

L'Abri en Ville, Montreal, Quebec

- Created an archives program as part of a small team
- Performed a complete records inventory
- Created a finding aid for the archives

Database Designer

Contract, 2006

Department of Alumni and University Relations, Professional Development Office, McGill University, Montreal, Quebec

- Created a database (using Microsoft Access) to hold bibliographic and circulation information
- Catalogued departmental library
- Instructed staff in the use of the library database

Special Collections Assistant

Contract, 2006

Jewish Public Library Archives, Montreal, Quebec

- Organized and shelved complete archival and rare books collections

Circulation Clerk

Part time, 2002-2005

John W. Graham Library, Trinity College, University of Toronto, Toronto, Ontario

- Maintained all library operations during night shifts
- Assisted students with research and computer-related queries during night shifts
- Performed circulation tasks and shelving during daytime shifts
- Processed new materials

Additional Experience:

Education Graduate Students' Society Representative (EGSS) *2006-present*

McGill Library and Information Studies Student Society (MLISSA), Montreal, Quebec

- Representative for Library and Information Studies students in a wider student society
- As a member of the MLISSA executive, organized orientation and other events for students
- Member of organizing committee of 2007 EGSS conference

Science Fair Judging Coordinator *2005-present*

Let's Talk Science McGill, Montreal, Quebec

- Organized teams of McGill graduate students to judge elementary and high school science fairs at Montreal schools
- Participated as a judge in several fairs

Research Assistant to Dr. Christine Clement *2003-2005*

Department of Astronomy and Astrophysics, University of Toronto, Toronto, Ontario

- Performed computer analyses of astronomical data and interpreted results
- Recipient of NSERC funding to perform this research
- Assisted in the production of two research papers

Academic Peer Counsellor *Part time, 2003-2005*

Trinity College, University of Toronto, Toronto, Ontario

- Led exam review sessions
- Tutored students in physics courses
- Led academic orientation events during Orientation Week

Features Editor *2004-2005*

The Window, University of Toronto, Toronto, Ontario

- Responsible for content of one section of a student newspaper
- Managed student writers, gave assignments, edited articles
- Served as Acting Editor in Chief for several weeks
- Contributed a regular science column

Professional Affiliations:

- Member of the Association of Canadian Archivists
- Assistant Coordinator of McGill Student Chapter of ACA
- Member of the Special Library Association
- Member of the Canadian Library Association

References available upon request.