

Sabrina Meijome

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EXPERIENCE

Library of Congress, Washington DC — Archives Technician

August 2023 - Present

Temporary contract position cataloging an historic collection in the Prints and Photographs Division. Sorting, surveying, verifying, arranging, labeling, and housing material into acid-free containers, use of Mylar sleeves for fragile records, and removing destructive fasteners from documents. Capturing metadata, such as names, years, and titles to be used to create a finding aid for the collection.

Library of Congress, Washington DC — Library Clerk

December 2022 - August 2023

Temporary contract position providing collections maintenance support by searching for and identifying errors and physical discrepancies in bibliographic records, item records, and library materials. Responsible for processing library material through the Library of Congress Voyager system to make materials available for catalogers and librarians.

Turning Point Counseling Services, Alexandria, VA — Personal Assistant

January 2018 - Present

Updating appointments in employer's calendar. Scanning and uploading confidential client paperwork. Organizing personal office. Running personal errands.

Alexandria Library, Alexandria, VA — Library Assistant

January 2020 - December 2022

Assisted library users in routine selection and location of library materials, the use of library catalogs and other databases. Checked library materials in and out for library users. Issued library cards and revised registration records. Trained new employees. Shelf-reading, inventory and withdrawal of library materials.

EDUCATION

George Washington University, Washington, DC — MA Museum Studies

August 2004- August 2006

Brigham Young University, Provo, Utah — BA Archaeology

August 1998 - December 2002

SKILLS

Technical: Windows, MS Office (Word, Excel), Internet, Multi-MIMSY, Voyager, Rediscovery, KE EMu, Work Flows

LANGUAGES

Fluent in Spanish, conversational Italian

MUSEUM & ARCHIVE EXPERIENCE

Smithsonian National Museum of the American Indian, Suitland, MD — Archives Assistant

June 2007 - July 2008

Worked on culling curatorial and exhibitions accessions in the paper archives. Made decisions on what was important to keep from these accessions and what was to be disposed. Assisted patrons doing research in the paper archives. Updated information in research binders for the photographic archives. Prepared and processed data in the EMu database for online content.

Gelman Library Special Collections and University Archives, Washington DC — Library Assistant

August 2005 - March 2007

Member of Special Collections and University Archives staff responsible for a new database project for patron use and cataloguing photographs and documents in the collection. Helped to create an exhibit by editing text and finding objects for display. Performed basic holdings maintenance on records, such as flattening, re-folding and re-boxing into acid-free containers, use of Mylar sleeves for fragile records, copying fragile documents, and removing destructive fasteners from documents.

Smithsonian National Museum of American History, Washington DC — Intern

May 2006 - August 2006

Worked on a traveling coin exhibition. Created an exhibit interactive using a PowerPoint presentation of images to be played on a loop. Arranged a reception for the exhibit. Training in Multi MIMSY to enter items found in the art collection of the museum.

National Geographic Museum, Washington DC — Intern

May 2005 - August 2005

Exhibit design internship. Conducted research to find visuals, created sample labels, installed exhibits and assisted the exhibit design team for summer exhibits.

Smithsonian National Air and Space Museum, Washington DC — Student Exhibit Team Member

January 2005 - May 2005

Student exhibit was part of an exhibit design class offered through GW's Museum Studies Department. Worked in idea development, deciding on graphics and photographs for the exhibit. Wrote labels for the exhibit.