

Madeline Fendley

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Education

The University of Texas at Austin

Master of Science in Information Studies

May 2012

Focus: Historical Archives and Preservation of the Cultural Record

GPA: 3.9

Bachelor of Arts in Spanish and Hispanic Studies

May 2004

Minor: History

Universidad Complutense de Madrid

Madrid, Spain

Study Abroad Program

September 2002 – June 2003

Studied Spanish language, history, and culture in full immersion program

Experience

Texas Archive of the Moving Image

Austin, TX

Research and Cataloging

June 2012 – present

- Develop collection management strategies with Digital Librarian on a monthly basis to prioritize collections and manage deaccessioning
- Descriptive cataloging of digitized videos for archive collection and online library requiring extensive research to identify locations, dates, and people
- Curate finished collections for inclusion in online library
- Create standardized metadata and web graphics for each video, migrate data to GLIFOS web platform to create video pages on TAMI website
- Work with members of partner organizations to obtain materials and metadata that will best contextualize a collection and highlight work done by both organizations
- Design and implement custom websites and create featured web content for TAMI homepage as needed on a special project basis
- Represent TAMI at conferences and special events, including film drop-off events for the Texas Film Round-up program

Internship in Digital Librarianship and Digital Curation

January 2011 – June 2012

- Performed descriptive cataloging of digitized videos for archive collection and online library requiring extensive research to identify locations, dates, and people
- Assisted in curation of video collections for inclusion in online library
- Used GlifosMedia and MediaWiki to format and upload online lesson plans to accompany video collections
- Indexed videos online and in archive database
- Assisted with inventory or digitization as needed

Harry Ransom Center

Austin, TX

Volunteer, Film Collection

August 2011 – December 2012

- Performed film preservation work (cleaning, splicing, rehousing) on various collections, including the David O. Selznick Collection, the Perry Mason Collection, and the Lewis Allen Collection
- Digitized 16mm film using Sniper-16 Pro, produced access copies on DVD for HRC
- Processed collections in film department: created processing plan and inventory, performed processing and physical arrangement, created MARC and EAD records, and composed finding aids for use by researchers and general public
- Assigned technical metadata for film collections
- Conceptualized and created reading room exhibits for selected films

School of Information IT Lab, University of Texas at Austin

Austin, TX

Teaching Assistant

June 2011 – June 2012

- Assisted students, faculty, and staff in using the multi-platform IT Lab at the School of Information and with all technology questions

- Set up and operated audio-visual equipment, mobile computers, and digital projectors for iSchool professors and speakers
- Taught short courses at iSchool on various softwares, mark up languages, and website management
- Developed online tutorials and documentation to support the use of technology inside and outside of the iSchool

The Dolph Briscoe Center for American History

Austin, TX

Project for Spring 2012 Digital Archiving and Preservation course

Spring 2012

- Collection of 75 3.5" floppy disks from the George Sanger Papers in the UT Videogame Archive
- Imaged each backup disk, preserving the original bitstream
- Downloaded and emulated Norton and Central Point backup softwares using DOSBox, attempted to mount and render each backup disk image
- Prepared the original bitstream, associated metadata, and documentation for ingest into the iSchool's DSpace and the University of Texas Digital Repository

Project for Understanding and Serving Users course

Spring 2011

- Synchronized, reverse-indexed, and mapped segment of the Texas Oil History Project on CAH's rich media website using GlifosMedia
- Available at <http://glifos.cah.utexas.edu/index.php/TexOilIndustry:T029>

The Nettie Lee Benson Latin American Collection

Austin, TX

Project for Archives and Records Enterprise course

Fall 2010

- Processed Raul Vasquez Papers (6.8 cubic ft.): created appraisal report, processing plan, and finding aid to increase accessibility for archivists and the general public
- Available at <http://www.lib.utexas.edu/taro/utlac/00086/lac-00086.html>

Travis County Clerk

Austin, TX

October 2006 – August 2010

Misdemeanor Records Division

Court Clerk I

October 2008 – August 2010

- Interpreted and applied procedures and precedents to specific misdemeanor cases
- Indexed documents by applying appropriate classification codes and scanning documents into electronic imaging systems
- Compiled data and drafted statistical reports for submission to Division Manager
- Upheld job duties consistent with previous position of Court Clerk Assistant

Court Clerk Assistant

October 2007- October 2008

- Conducted research inquiries relevant to specific misdemeanor cases
- Assisted and answered questions from other government offices, attorneys, and the general public
- Provided instruction on the use of county computer equipment and record retrieval
- Generated records and updated data in FACTS Production system, the county's proprietary records database

Records Management Division

Office Assistant

October 2006 – October 2007

- Implemented computerized and manual document, file, and record circulation system
- Responded to research inquiries by retrieving files, computerized records, and microfiche records

The American Jewish Committee

New York, NY

Office Purchaser and Administrator

August 2004- August 2006

- Responsible for purchasing (e.g. furniture and equipment purchases, renovations, etc.) for a 120 person office building at national headquarters and thirty-three field offices
- Negotiated with vendors to obtain project bids and submit purchase orders
- Researched products and produced comparative analysis reports for Director of Office Services
- Oversaw and processed renewals of building management and utility contracts, equipment maintenance contracts, and freelance contracts
- Processed Capital budget requests in preparation for submission to Chief Financial Officer
- Co-head of LEED Green Building Project and recycling committee

Waterloo Records and Video

Austin, TX

Floor Clerk

2003-present, intermittently

- Guided customers by making recommendations and ensure positive customer experience
- Upstocked inventory and improved store appearance
- Operated register with till up to \$4000 daily and prepare store's nightly deposit

Qualifying Skills

Conceptual: Digital imaging and archiving, digitization, databases, MARC, EAD, DACS, METS, MODS

Coding: HTML, XHTML, CSS, XML, PHP, MySQL, MediaWiki, GlifosMedia

Databases: Lexis/Nexis, Filemaker Pro

Operating Systems: Windows, Mac

Content Management Systems: Wordpress

Software: Adobe CS5 (Photoshop, Dreamweaver, Illustrator, Acrobat, etc.), MS Office, Apple iWork,

Audacity Audio Editor, Sony Sound Forge, Camtasia

Foreign Language: proficient in the Spanish language, both written and spoken. Studied Spanish Language at the Institute for the International Education of Students (IES) in Madrid, Spain.

Leadership and Activities

The University of Texas iSchool Podcast

January 2011-February 2012

Associate Producer in Charge of Sound Production, Web Design, and Sound Editing

- Founding member of University of Texas' iSchool Podcast, "iSchoolYou"
- Recorded and edited segments for use in bi-monthly podcast using Zoom H4n Digital Recorder and Audacity Audio Editor
- Designed and formatted podcast website and original blog theme using Wordpress, CSS, and XHTML
- Contacted potential interviewees, proposed topics and material for discussion, scheduled interviews, requested supplemental material, and maintained relationship after interview
- Acted as a supervisory presence at all interviews, helping to guide the conversation and maintain focus
- Delegated sound production and editing responsibilities to group members, enforcing deadlines for interviews and episode release
- Approved all content for episodes and make final editing choices before publishing
- Regularly updated website formatting and content, available at <http://blogs.ischool.utexas.edu/ischoolyou>

The Inside Books Project

Volunteer

October 2010-January 2012

- Responded to requests from Texas prisoners by selecting and mailing books and educational material from a donated library on topics requested in inmate letters
- Enclosed a return letter to the inmate discussing book selection

The American Jewish Committee, 99th Annual Meeting and 100th Annual Meeting

Registrar

May 2005

Assistant Supervisor of Registration

May 2006

- Registered, greeted, and ensured comfort of high profile guests and speakers
- Created table assignments for 100th Annual Dinner with guests numbering approximately 2,000
- Worked with high-level security and Secret Service to ensure safety of guests

Professional Associations and Organizations

Society of American Archivists

The Association of Moving Image Archivists

Cultural Heritage and Information Preservation Society

Artex: Art and Architecture Library Association

Austin Film Society

Highlighted Coursework

Archives and Records Enterprise

Theory and practice of archival administration, records management, and preservation administration. Problems in acquiring, organizing, and providing for use of archives and office records; issues in deterioration and care of paper, books, photographic material, magnetic records, and other media through preservation programs for libraries and archives.

Politics of Preservation

Preservation in media industries. Topics include: preservation principles, the impact of access programs and strategies, the role of the archivist or curator, and the history and theory of collecting - from Hollywood features and educational films, to home movies and the ever-vanishing footage of the public domain.

Electronic and Digital Records

Digital records and digital records practices examining legal requirements for authenticity and using personal digital records as a leverage tool to help understand the relevant principles and varieties of digital recordkeeping problems that people encounter every day. Issues concerning the creation, acquisition, preservation, and use of digital records.

Management of Information Organizations

Introduction to management theory, concepts, processes, and practices as applied to libraries and other information agencies and systems. Develop understanding of essential management functions and techniques.

Survey of Digitization

Introduction to the issues and trends in digitization initiatives and management, including project planning and management, asset delivery and management systems, interoperability and the importance of standards, copyright and other legal issues, metadata basics digital preservation, and specific digitization processes for documents, images, video, and sound. Creation of a digitization portfolio of documents, OCR text, audio synchronization, negatives, images, and audio and film carriers.

Audio Preservation and Reformatting

Study of recording through a chronological examination of the development of recording, and treatment of issues in the care and preservation of recordings, focusing on the economics of audio preservation and reformatting, noise reduction and stabilization, and stability concerns of modern media for storage of sound.

Digital Archiving and Preservation

Examines the permanent archiving of digital information. Covers media refreshment, emulation, migration, and electronic records repository construction and administration. Case study projects involving campus repositories and off-campus institutions. Students use legacy hardware and software and digital forensics tools to preprocess digital collections for repository storage. Also explores issues in long-term electronic records preservation.

Database Management

Principles and practices of database management and database design. Discussion and implementation of a database. Application life cycle, data dictionaries, relational database design, SQL queries, reports and other interfaces to database data, and documentation.