

# ITZA A. CARBAJAL

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## LANGUAGES

English (Native Speaker)  
Spanish (Native-Speaker)

French (Reading proficiency)  
Italian (Reading proficiency)

## EDUCATION

University of Texas at Austin, 2015 – 2017

Master of Science in Information Studies

Specialization: Museum Studies / Arts and Cultural Management and Entrepreneurship Portfolio

*Relevant coursework:* Survey of Digitization, Public and Digital History, Archival Enterprise I & II, Introduction to Electronic & Digital Records, Care of Indigenous Cultural Artifacts, Cultural Policy and Participation, Metadata Generation and Interfaces for Massive Datasets

University of Texas at San Antonio, 2009-2013

Bachelor of Arts in English and History with completed undergraduate Thesis with highest honors

Specialization: Creative Writing / Legal Studies

*Relevant coursework:* Latin America since Independence, Immigrant Experience through Film and Fiction, Literary Theory of Ethnicity Education and Identity, Children's Literature for Bilingual Learners, Legal & Philosophical Reasoning, Legal Research and Writing

Modern Archives Institute National Archives & Records Administration, Summer 2014

Continued Education in Archival Practice & Theory Certificate

Umbra Institute Intensive Italian Immersion Program, Perugia, Italy, Fall 2011

Specialization: Roman History & Italian Literature

UTSA Law School Preparation Academy, 2010 – 2011

Certificate in Legal Studies

## PROFESSIONAL EXPERIENCE

Latin American Metadata Librarian, January 2018 – Present

University of Texas at Austin LLILAS Benson Latin American Studies and Special Collection

Identify, design and implement metadata standards and specifications for preservation and access of LLILAS Benson post-custodial digital collections. Support and coordinate post-custodial projects deployment in Colombia, Brazil, and Mexico alongside partner organizations, staff, faculty, and students. Create documentation, policy, and support materials for the various activities related to metadata management, training, and processing. Assist IT development efforts on system migration including investigation of Linked Data capabilities, metadata preparations, and user experience considerations.

ARL/SAA Mosaic Fellow, January 2016 – January 2018

University of Texas at Austin LLILAS Benson Latin American Studies and Special Collection

Coordinated a Title 6 grant funded project focused on planning and organizing a traveling exhibition to multiple sites in Texas using archival materials from the Nettie Lee Benson Special Collections. Project responsibilities also included the development of a digital scholarship and public history component using digital humanities tools and archival items from exhibition in order to collaborate with various IT departments and other Texas

Graduate Research Assistant Reference Services, June 2016 – January 2018

University of Texas at Austin LLILAS Benson Latin American Studies and Special Collection

Duties include conducting in-person or online reference requests for patrons. Supervise student circulation staff and coordinate digital scan requests for patrons using library collection materials on Latin America or Latinx topics. Assisted with exhibition installation and implementation of public programming.

Assistant to the Archivist, January 2016 – December 2016

Austin Presbyterian Theological Seminary Archives

Worked alongside archivist in a lone arranger repository. Duties included processing archival collections, assisting researchers, providing digital scans requests, curating public online exhibits using Omeka platform, creating finding aids for processed analog and web archive collections, and developed a web archives program policy and workflow.

Cultural Arts Program Coordinator, January 2012 – August 2015

Esperanza Peace and Justice Center

Coordinated public programming events related to Latin America, Latinx experiences, San Antonio and Texas cultural and artistic landscape. Designed print and digital promotional graphics, booklets, webpages, and information packets. Developed and supervised high school and undergraduate internship program. Coordinated local and international visitors, conducted interviews and created public relations materials for reporters and media agencies. Assisted in the collection and development of local oral and photography history programs focused on the Westside of San Antonio. Assessed and inventoried archival materials and conducted research related to community archival needs.

## **CONSULTING EXPERIENCE**

*Austin Archives Bazaar Grants Chair*, January – October 2018

Archivists of Central Texas

Consulted and coordinated grants development for the 2018 Austin Archives Bazaar which included requesting funding from city, private, and public grant agencies. Coordination included evaluation of the organization's grant readiness, identify and assess grant opportunities, write, submit, and secure grant awards, and manage grant projects, funds, and pre and post administrative paperwork.

A/V Digitization Project Consultant and Grant Writer, March 2015 - December 2016

Esperanza Peace and Justice Center

Researched and developed grant for a Humanities Texas funded digitization project. Worked as an archival consultant to assist with deployment and evaluation of project deliverables. Project digitized 500 analog videotapes of institutional history including performances of Latinx female artists, tours or documentaries of historic neighborhoods, promotional videos of Latin American cultural festivals, and oral community histories. Designed online web portal according to user experience data and archival best practices.

## **TECHNICAL SKILLS**

Metadata Management: OpenRefine, Exiftool, Oxygen XML Editor, MARC Edit,

Digital Repository Management: Islandora, CLAW, Omeka, ContentDM, Lightroom, Bridge

Web Design: HTML & CSS, WordPress, Drupal, Adobe Dreamweaver

Graphic Design: Adobe Photoshop, InDesign, Canva, Lucidchart

Video and Audio Editing: Adobe Premiere, Audacity, Apowersoft Video Screen Recorder

Productivity Software: Microsoft Word, Powerpoint, Excel, Google Drive, Adobe Acrobat Pro

Collaboration Technologies: Trello, Slack, Zoom, JIRA, Qikpad, G Suite