

**NAME:**

Itza A. Carbajal

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PHONE:

(512) 765-0826

LOCATION:

Austin, Texas

WEBSITE:

www.itzacarbajal.com

Education

Master of Science in Information Studies

Specializations: Museum Studies and Arts and Cultural Management

University of Texas at Austin School of Information

September 2015 - December 2017

Bachelor of Arts in English/History (Highest Honors and Completed Thesis

Specializations: Creative Writing and Legal Studies

University of Texas San Antonio Honors College

September 2009 - May 2013

Continuing Education

Certificate of Continued Education in Archival Practice and Theory,

Modern Archives Institute at National Archives and Records Administration

June 2014

Certificate in Legal Studies

University of Texas San Antonio Summer Law School Prep Academy

2010-2011

Foreign Education

Intensive Italian Immersion Program

Umbra Institute

Perugia, Italy

Fall 2011

FOREIGN LANGUAGES:

English (Native Speaker)

Spanish (Native-Speaker)

French (Intermediate)

Italian (Intermediate)

RELEVANT COURSEWORK

Survey of Digitization, Digital Asset Management, Intro to Electronic & Digital Records, Metadata Generation and Interfaces for Massive Datasets, User Experience Design and Digital Archives, Arrangement & Description of Digital Records, Providing Access to Born-Digital Archives, Fundamentals of Research Data Curation

Technical Skills

Metadata Standards: RDFS, SKOS, OWL, DC, EAD, DACS, MODS, METS, PREMIS, MARC, FITS, Schema.org

Metadata Management: OpenRefine, Oxygen XML Editor, MARC Edit, Filemaker Pro, dotNetrdf, Exiftool, Protégé

Digital Repository Management: Fedora, Omeka, ContentDM, Adobe Bridge, Preservica, Canto, Mukurtu, DSpace

Web Design & Query Languages: SPARQL, SQL, GREL, XQuery, HTML & CSS, Wordpress, Drupal

Graphic Design: Adobe Photoshop, InDesign, Canva, Lucidchart, Draw.io

Video and Audio Editing: Adobe Premiere, Audacity, Magix Movie, Apple iMovie

Productivity Software: Microsoft Suite, Google Drive Suite, Adobe Acrobat Pro, ABBY FineReader

Collaboration Technologies: Trello, Slack, Zoom, JIRA, Qikpad, G Suite, Basecamp, Github, Asana

Digital Scholarship Tools: ArchGIS, Knight Lab JS tools, Praat, Omeka, Gephi, Voyant Tools, Tableau

Professional Experience

LLILAS Benson Latin American Studies and Special Collection

Latin American Metadata Librarian January 2018 – Present

- Design and implement metadata specifications for preservation & access of post-custodial digital collections.
- Support and coordinate post-custodial projects deployment for various Latin American partner organizations
- Create documentation, policies, and support materials for metadata management, training, and processing.
- Consult on IT and software development for system migration, data modeling, user experience, and new technology implementation of Linked Data capabilities.

Nettie Lee Benson Latin American Collection and Library

Austin, TX. June 2016 – December 2017

Graduate Research Assistant for References and Outreach

- Charge library holdings in and out at the circulation desk.
- Answer telephones and provides routine information or refers and transfers calls.
- Provide reference, bibliographic, and database services to faculty, students, and visitors.

Austin Presbyterian Theological Seminary

Austin, TX. January 2016 – December 2017

Assistant to the Archivist

- Provided support to Archivist with request for scans, reference questions, donor follow up.
- Maintained Omeka based digital collections website, install new plug ins, and update software requirements.
- Digitized audio records consisting of institutional sermons and other academic presentations.
- Processed archival collections, assisted researchers, and curated online exhibits using appropriate platforms.
- Managed web archives program, born digital collections, and web archiving program policies and workflows.

Nettie Lee Benson Latin American Collection and Library

Austin, TX. September 2015 - May 2016

Student Circulation Supervisor and Evening/Weekend Reference Desk Services

- Charge library holdings in and out at the circulation desk
- Answer telephones and provides routine information or refers and transfers calls
- Provide reference, bibliographic, and database services.
- Supervise student employees during night and weekend shifts.

Esperanza Peace and Justice Center (Cultural Arts organization)

San Antonio, TX. January 2012 - August 2015

- *Programmed cultural arts events focused on Latin American, U.S. Latinx, San Antonio and Texas culture & art.*
- *Designed print and digital promotional graphics, booklets, webpages, and information packets.*
- *Initiated and supervised H.S. & college internship program.*
- *Coordinated local, national, & international public relations.*
- *Inventoried institutional archival records and materials.*