

**NAME:**

Itza A. Carbajal

**EMAIL:**

itza.carbajal@gmail.com

**PHONE:**

(512) 765-0826

**LOCATION:**

Seattle, Washington

**WEBSITE:**

www.itzacarbajal.com

**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

**Education**

Doctorate in Information Science  
Specialization: Feminist Studies certificate  
University of Washington Information School  
October 2020 - Present

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

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**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

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**Foreign Languages**

English (Native Speaker)  
Spanish (Native-Speaker)  
French (Intermediate)  
Italian (Intermediate)

**Foreign Education**

Intensive Italian Immersion Program  
Umbra Institute  
Perugia, Italy  
Fall 2011

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**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

### University of Washington Technology & Social Change Group (TASCHA)

*Research Assistant* October 2020 – December 2021

- Collect and analyze data related to TASCHA research goals.
- Prepare materials for submission to granting agencies.
- Prepare materials for research review boards.
- Prepare and conduct interview questions, guide, and process.
- Recruit and interview targeted subjects.

### University of Washington Law, Societies, and Justice Department

*Teaching Assistant* January 2021 – March 2021

- Attend weekly live class, take attendance, assist with technical online lecture needs.
- Maintain student records, grades, and coursework submission.
- Held office hours and provided in-depth consultation with students.
- Graded tests, papers, and assignments.
- Design student group sessions, discussion questions, and activities.
- Design reading guides, assignments, grading rubrics, and other course materials.

### LLILAS Benson Latin American Studies and Special Collection

*Latin American Metadata Librarian* January 2018 – October 2020

- 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

*Graduate Research Assistant for References and Outreach* June 2016 – December 2017

- 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

*Assistant to the Archivist* January 2016 – December 2017

- 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

*Student Circulation Supervisor and Evening/Weekend Reference Desk Services* September 2015 - May 2016

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

### Esperanza Peace and Justice Center (Cultural Arts organization)

*Cultural Arts Coordinator* 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.