

# TARA R. WINK

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## EDUCATION

**University of North Carolina** CHAPEL HILL, NORTH CAROLINA 27514

EXPECTED DEGREE: M.S. IN LIBRARY SCIENCE, MAY 2010

CERTIFICATE AND CONCENTRATION IN ARCHIVES AND RECORDS MANAGEMENT

**Gettysburg College** GETTYSBURG, PENNSYLVANIA 17325

B.A., MAY 2007

MAJORS: HISTORY AND GERMAN; MINOR: PHILOSOPHY

**Heidelberg University**, HEIDELBERG, GERMANY – SPRING SEMESTER 2005

-CLASSES TAUGHT ENTIRELY IN GERMAN, FOCUS ON IMPROVING GRAMMAR, COMPREHENSION AND SPEAKING

## EMPLOYMENT HISTORY

### **Odum Institute**

*Chapel Hill, North*

*Carolina*

*Carolina Digital Curation Fellow*

*August 2008 to April 2009*

- ❖ DATA ARCHIVING
- ❖ CATALOGED SOCIAL SCIENCE DATA INTO DATAVERSE NETWORK, AN OPEN SOURCE TOOL USED TO PRESERVE AND ARCHIVE DATA
- ❖ ARCHIVED NORTH CAROLINA VITAL STATISTICS AND FILES HELD BY THE INSTITUTE, INTO DATAVERSE NETWORK FROM AN OLD WEBSITE FORMAT; SEE [HTTP://ARC.IRSS.UNC.EDU/DVN/DV/NCVITAL](http://arc.irss.unc.edu/dvn/dv/NCVITAL)
- ❖ WORKED WITH THE CENTER FOR THE STUDY OF THE AMERICAN SOUTH TO CATALOG THEIR PUBLISHED DATA FROM ARTICLES INTO
- ❖ GRANT WRITING
- ❖ SOME WORK WITH SAS AND SPSS DATA FILE TYPES

### **Musselman Library Special Collections and College Archives**

*Gettysburg,*

*Pennsylvania*

*Interim Special Collections Assistant*

*May 2008 to August 2008*

- ❖ ACCESSIONED INCOMING GIFTS AND COLLEGE ARCHIVES, SENT THANK-YOU NOTES TO DONORS
- ❖ OVERSAW EXISTING DIGITAL COLLECTIONS AND CREATED NEW DIGITAL COLLECTIONS ON CONTENTDM SERVER; PLEASE SEE GETTYSBURG COLLEGE'S DIGITAL COLLECTIONS AT: [HTTP://WWW.GETTYSBURG.EDU/LIBRARY/GETTDIGITAL/INDEX.DOT](http://www.gettysburg.edu/library/gettdigital/index.dot)
- ❖ HELPED TO CREATE A MARKETING PLAN FOR DIGITAL COLLECTIONS
- ❖ MONITORED USER STATISTICS ON DIGITAL COLLECTIONS USING GOOGLE ANALYTICS
- ❖ SCANNED ITEMS FOR NEW COLLECTIONS AND DIGITIZED DIGITAL VIDEO CASSETTES FOR COLLECTION OF STUDENT PRESENTATIONS TO BE PLACED ON NITLE DSPACE REPOSITORY
- ❖ SOME SUPERVISORY DUTIES TO STUDENTS AND THE 2008-2009 HOLLEY INTERN

### **Musselman Library**

*Gettysburg, Pennsylvania*

*Barbara Holley Intern*

*June 2007 to May 2008*

- ❖ ROTATED THROUGH SPECIAL COLLECTIONS, TECHNICAL SERVICES, INTERLIBRARY LOAN AND REFERENCE AND INSTRUCTION DEPARTMENTS OF MUSSELMAN LIBRARY
- ❖ SPECIAL COLLECTIONS:

- PROCESSED THE J.H.W. STUCKENBERG MANUSCRIPT COLLECTION, PLEASE SEE  
HTTP://WWW.GETTYSBURG.EDU/SPECIAL\_COLLECTIONS/COLLECTIONS/MANUSCRIPTS/COLLECTIONS/MSO93.DOT
- CONDUCTED RESEARCH AND SCANNED IMAGES FOR COLLEGE ARCHIVES DIGITIZATION PROJECT
- CREATED METADATA AND LAUNCHED WORLD WAR II POSTER DIGITAL COLLECTION
- CONDUCTED COLLECTION MANAGEMENT FOR OFF-SITE STORAGE FACILITY
- CREATED CATALOG ENTRIES FOR THE COLLEGE'S PROCESSED MANUSCRIPT COLLECTIONS
- UPDATED AND REORGANIZED SPECIAL COLLECTIONS WEBSITE
- ❖ TECHNICAL SERVICES:
  - WORKED ON COLLECTION DEVELOPMENT PROJECT FOR NEW ISLAMIC STUDIES PROGRAM AND ORGANIZED THESE BOOKS ON EXCEL SPREADSHEETS
  - COPY-CATALOGED INCOMING APPROVED BOOKS
  - PERFORMED COLLECTION MANAGEMENT FOR MICROFORM ITEMS
- ❖ REFERENCE AND INSTRUCTION
  - STAFFED REFERENCE DESK ON AN AVERAGE OF SIX HOURS PER WEEK
  - PERFORMED COLLECTION DEVELOPMENT AND MAINTENANCE FOR REFERENCE MATERIALS
  - ORGANIZED, MARKETED, AND EXECUTED LIBRARY FUNCTIONS, INCLUDING STUDENT STUDY BREAKS AND NATIONAL LIBRARY WEEK EVENTS
  - SERVED ON SEARCH COMMITTEES FOR THE SPRING 2008 ESTHER KENYON FORTENBAUGH INTERN AND 2008-09 BARBARA HOLLEY INTERN
  - PREPARED INSTRUCTION MATERIALS AND CO-TAUGHT INFORMATION LITERACY COURSES
  - PROMOTED, RESEARCHED, AND PERFORMED RESEARCH PROJECT CONSULTATIONS FOR STUDENTS
  - REVAMPED ONLINE SUBJECT GUIDES
  - PLANNED, PERFORMED, AND EVALUATED LIBRARY WEBSITE USABILITY TESTS
- ❖ INTERLIBRARY LOAN:
  - PROCESSED COLLEGE ILL BORROWING AND LENDING REQUESTS USING ILLIAD AND ARIEL

### **Musselman Library Special Collections and College Archives**

*Gettysburg, Pennsylvania*

*Student Supervisor and Summer 2006 Esther Kenyon Fortenbaugh Intern*

*September 2003 to August 2007*

- ❖ CREATED AND MOUNTED EXHIBITS
- ❖ PERFORMED COLLECTIONS MAINTENANCE ON RECORD GROUPS AND MANUSCRIPT COLLECTIONS
- ❖ CREATED CONTAINER LISTS, INDEXES AND LOCATION GUIDES TO VARIOUS COLLECTIONS
- ❖ ASSISTED WITH ELECTRONIC RECORDS MANAGEMENT PROGRAM BY REORGANIZING AND MAINTAINING DATABASE
- ❖ PROVIDED REFERENCE SERVICES IN SPECIAL COLLECTIONS AND ANSWERED E-MAIL AND MAIL REQUESTS
- ❖ PERFORMED BASIC CONSERVATION WORK; SUCH AS FLATTENING, RE-FOLDERING AND ENCAPSULATING DOCUMENTS
- ❖ REORGANIZED, RE-HOUSED AND CREATED A LOCATION GUIDE FOR ALL GETTYSBURG COLLEGE AND CIVIL WAR ARTIFACT COLLECTIONS
- ❖ CREATED AN ANNOTATED BIBLIOGRAPHY OF SPECIAL COLLECTIONS' WORLD WAR II ITEMS
- ❖ TEAM MEMBER ON A DIGITIZATION AND ON-LINE PROJECT FOR THE COLLEGE'S PHOTOGRAPH DIGITAL COLLECTION

### **O'Rorkes Restaurant**

*Server*

*Gettysburg, Pennsylvania*

*June 2004 to August 2008*

## **AWARDS AND HONORS**

### **Graduate**

- ❖ CAROLINA DIGITAL CURATION FELLOWSHIP

## Undergraduate

- ❖ PHI ALPHA THETA HISTORICAL HONOR SOCIETY, HELD AN EXECUTIVE POSITION
- ❖ DELTA PHI ALPHA GERMAN HONOR SOCIETY
- ❖ PHI BETA KAPPA HONORARY SOCIETY
- ❖ DEAN'S LIST
- ❖ PRESIDENTIAL SCHOLAR, SCHOLARSHIP AWARDED TO STUDENTS PERFORMING IN THE TOP 35% OF THEIR CLASS;

## SPECIAL SKILLS AND QUALIFICATIONS

- ❖ MICROSOFT OFFICE SUITE
- ❖ BASIC XML AND HTML
- ❖ PASTPERFECT 4- MUSEUM ACCESSIONING SOFTWARE
- ❖ DUBLIN CORE METADATA ELEMENT SET "CONTENTDM"—COMPUTER PROGRAM FOR PLACING METADATA AND PHOTOGRAPHS ONLINE
- ❖ DOCUMENTATION INITIATIVE METADATA SCHEME
- ❖ DATAVERSE NETWORK—OPEN SOURCE DATA ARCHIVING TOOL
- ❖ INNOVATIVE MILLENNIUM III CATALOGING SOFTWARE
- ❖ PHOTOGRAPH, MANUSCRIPT, AND OVERHEAD BOOK SCANNING—PHOTOSHOP EXPERIENCE
- ❖ COLLEGE'S CMS SYSTEM TO MAKE UPDATES AND CREATE PAGES ON THE COLLEGE'S WEBSITE—FORMERLY DREAMWEAVER
- ❖ ILLIAD—INTERLIBRARY LOAN SYSTEM
- ❖ ARIEL—ELECTRONIC DOCUMENT DELIVERY SYSTEM
- ❖ PROFICIENT IN GERMAN LANGUAGE
- ❖ GOOGLE ANALYTICS

## PROFESSIONAL ORGANIZATIONS

**Student Chapter of the Society of American Archivists (SCOSAA)** *University of North Carolina—2008-Present*

- ❖ SECRETARY – SPRING 2009-FALL 2010

**Society of American Archivists**

*2008-Present*

- ❖ MEMBER

**American Library Association**

*2009-PRESENT*

- ❖ MEMBER

## ACTIVITIES

**Internet Public Library**

*University of North Carolina—Spring*

*2009*

- ❖ ANSWERED INCOMING READY REFERENCE AND LONGER RESEARCH QUESTIONS

**Community Workshop Series**

*University of North Carolina—2008-*

*Present*

- ❖ TEACHING COMMUNITY PATRONS BASIC COMPUTING SKILLS SUCH AS SEARCHING THE WEB, EMAIL, AND MS OFFICE SUITE

**Habitat for Humanity**

**Orange County Chapter**

*Orange County, NC—September 2008-*

*Present*

**Gettysburg College Chapter**

*Gettysburg College—Fall 2003-Spring*

*2007*

- ❖ VICE PRESIDENT – FALL 2006-PRESENT

- ❖ TREASURER – FALL 2003-FALL 2004

**Musselman Library's Book Cart Drill Team**

*Gettysburg College—2007*

- ❖ PERFORMED WITH THE LIBRARY'S FIRST BOOK CART DRILL TEAM AT THE AMERICAN LIBRARY ASSOCIATION'S CONFERENCE IN WASHINGTON D.C. AND IN THE ANNUAL GETTYSBURG HALLOWEEN PARADE, WHERE THE TEAM PLACED SECOND AND THIRD RESPECTIVELY

**175<sup>th</sup> Gettysburg College Anniversary Exhibit Committee**

*Gettysburg College— 2006-2007*

- ❖ PLANNED AND DESIGNED PERMANENT EXHIBIT IN COLLEGE'S ALUMNI HOUSE

**Peer Teaching Assistant**

*Gettysburg College—Spring 2003-Fall 2004*

- ❖ DUTIES INCLUDED PLANNING AND TEACHING DRILLS IN GERMAN TO 200-LEVEL GERMAN STUDENTS