

TAMAH BARTLETT

(520) 661-3505 | tamahbartlett@gmail.com | tamahbartlett.com

Skills

Managing Metadata | Data Entry | Scheduling | Customer Service | Marketing | Website Maintenance | Graphic Design | Video Editing | Creating Tutorials & Instructions

Education

MA in Library and Information Science / Dec 2022

University of Arizona.

Studying the history, principles, theories, and methods of information science utilized in cultural institutions. Awarded inclusion on iSchool Director's List of Distinguished Graduate Scholars.

Graduate Certificate in Archival Studies / May 2022

University of Arizona.

Studying the history, principles, theories, and methods of acquiring, appraising, processing, collection management, and preservation in an archival institution.

BFA in Digital Arts / May 2015

Santa Fe University of Art and Design.

Studied creating fine and digital art with an emphasis in animation.

Graduated Magna Cum Laude.

Experience

Dispatcher

Sunland Asphalt & Construction, LLC. / Sept 2021 - Current

Responsible for maintaining the production schedule; communicate with customers and work along sales and production teams to preserve information accuracy of projects. Created training material for dispatcher duties.

Intern – Law Library Remote Metadata Internship

Law Library of Congress - Remote Work / Sept 2022 – Dec 2022

Collect metadata on Bill Summaries for the purpose of making the Bill Summaries available online. Responsible for accuracy of the summaries and managing time dedicated to this project.

Student Worker/Intern – Navajo Nation Department of Water Resources Library Preservation Project

University of Arizona College of Law / Daniel F. Cracchiolo Law Library / Aug 2022 – Dec 2022

Process books, reports, and maps for digitization. Process included collecting metadata on each item, labeling and organizing records, and recognizing damaged material. Created the workflow for processing maps all projects workers followed.

Marketing Freelancer

Dr. Chang Dentistry / Aug 2016 – May 2022

Utilized marketing and graphic design skills to design a logo, business cards, and ads for local dentist office; created and continuously maintained website.

Administrative Assistant

Ace Asphalt of Arizona Inc. / Oct 2020 – Sept 2021

Gained experience with data entry for time sheets, purchase orders, inventory, and work orders; processed accounts payable and receivable; communicated with customers and vendors.

Receiving Supervisor

Burlington / July 2019 – Oct 2020

Lead receiving team in receiving and processing incoming merchandise; other duties included scheduling, training, and assisting customers; began as receiving associate, promoted to supervisor Nov 2019.

Digital Art Freelancer

Self-Employed / Aug 2016 – Mar 2019

Solely worked on multiple projects including illustrations, graphic design, and animation.

Acknowledgements

Marketing Officer / LISO / Oct 2021 – Dec 2022

Marketing Officer of the American Library Association Student Chapter, Library and Information Science Organization (LISO), at the University of Arizona. Actively participated in creating the current foundation for LISO by creating its website and marketing guidelines.