

# Curriculum Vitae

Renaë Rapp, MSIS, MA  
[Street Address]  
[City, ST, Zip]  
[phone number]  
[email]

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## EDUCATION

### **Masters of Arts in Public History**

University at Albany, SUNY 2019

### **Masters of Science in Information Science**

University at Albany, SUNY 2017

### **Bachelor of Arts in History**

West Texas A&M University 2013

### **Associates of Arts in Theatre**

Cottey College 2010  
Dean's List

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## ARCHIVES AND LIBRARY EXPERIENCE

**Archives**, Albany, NY 2015-Present

*Graduate Assistant, Access Services*

- Carried out accessioning process on new acquisitions in all formats, including evaluating content and condition.
- Create finding aid descriptions according to current EAD standards and DACS standards for better access for researchers.
- Participate in outreach and marketing to promote the Larry J. Hackman Award, History Day, and NYSA in social media posts.
- Manage the registration desk and provide access to the research room for visitors and researchers.

**Public Library**, Troy, NY 2018-Present

*Library Assistant, Circulation*

- Participate in daily circulation functions of the library including checking in and out materials to patrons, creating and updating patron library cards, and cataloging collections using Sierra library system.
- Is responsible for opening and closing of the library, maintaining a presentable and pleasant library experience for patrons, and communicating with libraries in the Upper Hudson Library System.

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**Russell Sage College**, Troy, NY

2015-2018

*Library Specialist, Circulation*

- Supervised a rotation of six student assistants during evening shift and weekends.
- Responded to the Sage community regarding issues with computers, student papers and projects, and reference inquiries.
- Participated with librarians in special projects the annual inventory and fill ILL requests.

**Rapp Road Historical Association**, Albany, NY

2018

*Internship, Web Development*

- Created the website for the Rapp Road Historic Association using WordPress to ensure sustainability over time and making any changes in the future.
- Met with Rapp Road Historical Association members to discuss website goals, troubleshoot any issues with WordPress, collaborate on innovative ideas and concepts, and provide members with training and WordPress user guidelines.

**RP Institute**, Troy, NY

2017

*Internship, Institute Archives and Special Collections*

- Created an artificial collection of commencement speeches given at RPI and companion finding aid in Archon.

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## PROFESSIONAL MEMBERSHIPS

- Society of American Archivists, 2015- present
- National Council on Public History, 2017- present
- New York Archives Conference, 2015-present
- Mid-Atlantic Regional Archives Conference, 2016-present
- Capital Area Archivists, 2015-present
- The Archivist Round Table of Metropolitan New York, Inc., 2019

## PROFESSIONAL DEVELOPMENT

- Distinguished Service Award Subcommittee, Society of American Archivists 2018-2020, subcommittee member.
- Documentary Heritage and Preservation Services for New York (DHPSNY) Mentorship Program 2018-2019, participant in Mentorship Circle.
- *Identification and Preservation of Photographic Collections* workshop hosted by DHPSNY at the New York Archives Conference 2018, Albany, NY.
- Museum Association of New York Annual Conference 2018, attendee.
- *Disaster Response and Recovery : A Hands-on Intensive* hosted by DHPSNY at the New York Archives Conference 2017, Utica, NY.

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- *Evidence-Based Practices and Assessments in Special Collections and Archives* workshop at the Mid-Atlantic Regional Archives Conference 2017, Buffalo, NY.
  - Public Librarian's Professional Certificate issued by the University of the State of New York, Education Department, 2019

## PRESENTATIONS AND TRAVEL GRANTS

- Student Travel award to the New York Archives Conference 2016, Plattsburgh, NY.
- Poster presentation, "Challenge of Processing the Records of a Local Nonprofit Organization", at the New York Archives Conference 2017, Utica, NY.
- Poster presentation, "Creating an Artificial Collection: Finding Commencement Speeches at RPI", at the Mid-Atlantic Regional Archives Conference 2017, Buffalo, NY.

## SERVICE

### **Student Chapter of the Society of American Archivists** 2016-2017

*Chapter President, University at Albany (SUNY)*

- Planned meetings, prepared agendas and programs, and promoted chapter activities on social media.
- Coordinated resume workshops each Spring semester partnering professionals in the region with students to review student resumes and cover letters.
- Arranged guest speakers at monthly student meetings to discuss employment examinations, certification, and developments in profession.

### **Information Science Student Association** 2015-2016

*Webmaster, University at Albany (SUNY)*

- Managed and responded to Association's Gmail account and updated passwords each semester with new round of officers.
- Surveyed Association's online presence and established three main outlets: website, Facebook, and Twitter as primary Association's online presence.
- Created new WordPress website for members with information on meetings, history of Association, and local and regional conferences.