

AMANDA GREENWOOD

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EDUCATION

Master of Science in Information Science in Archives and Records Administration December 2021

University at Albany, State University of New York

- 4.0 GPA.
- Awarded the 2020-2021 Anna Radkowski-Lee Web Archives Graduate Assistantship and the 2022 President's Award for Academic Leadership.

Master of Liberal Arts in English

March 2012

Harvard University

- 3.42 GPA.
- Thesis: "The Crisis of Masculinities in James Joyce's *Dubliners* and *A Portrait of the Artist as a Young Man*"

Bachelor of Arts in English

December 2002

University at Albany, State University of New York

- Area of Concentration: Creative Writing Sequence
- Minor: Film Studies

SKILLS

- Hands-on preservation, conservation, and collection management of photographs, artifacts, manuscripts, archival records, rare books, and early-printed books
- Knowledge of current archival (DACS, Dublin Core, EAD, LCSH,) and records management (ISO) standards, formats, and best practices
- Experience working with digital tools and services such as ArchivesSpace, Content DM, Omeka, ExifTool, Hex Editor, Notepad ++, MD5 Checksum Tool, Archive-It, Conifer
- 15+ years of academic research, publishing, presentation, and teaching experience
- Supportive and encouraging of diversity and inclusivity, accountable, and ethical
- Curious, enthusiastic, and an effective communicator
- Project and goal focused, imaginative, and adaptable to complexity and ambiguity
- Sense of humor, empathetic, and optimistic
- Supervisory experience with undergraduates and peers
- Able to balance between being an individual contributor and a collaborative team member

RELATED EXPERIENCE

Bigelow Project Archivist

January 2022 – Present

Union College

- Leading arrangement, description, and appraisal of 18th-20th century manuscript materials in the John Bigelow papers.
- Organizes current and previously captured metadata to streamline ingest into ArchivesSpace.
- Creating EAD descriptive finding aids for the archival collections using ArchivesSpace.
- Rehousing physical materials.
- Training and supervising student interns during digitization.
- Curating exhibitions of collection materials from the Schaffer Library Department of Special Collections and Archives.

Processing and Reference Graduate Assistant

May 2021 – December 2021

M.E. Grenander Department of Special Collections and Archives, University at Albany

- Leading arrangement, description, and appraisal of archival materials such as various photographic materials, books, artifacts, and records in grant-funded donor collections archival following professional standards (DACS, Dublin Core, LCSH) and institutional best practices.
- Creating EAD descriptive finding aids for the archival collections using ArchivesSpace.
- Devising and implementing collection inventory, project plans, procedures, and workflows for all types of materials.
- Assisting researchers with reference.
- Utilized the LibApps Dashboard to file and respond to user tickets and import data.

Preservation Graduate Assistant

July 2021 – December 2021

Alice Hastings Murphy Preservation Department, University at Albany

- Conserving rare books in the Miriam Snow Mathes Historical Children's Literature Collection.
- Created 50+ book covers via Colibri.
- Repairing leaves via tipping-in.
- Designing and creating custom-made portfolio, phase boxes, and four-flap enclosures.
- Assisted with emergency disaster prevention and recovery of books and various photographic materials when the Special Collections and Archives stacks suffered water damage.

Digitization Project Manager

May 2021-August 2021

Historic Cherry Hill Museum

- Supervised undergraduate students during a grant-funded digitization project.
- Digitized 13 receipt books and 4 folders of photographs, ephemera, and newspaper clippings that range from the 1700s-1900s using digital book and flat-bed scanners.
- Monitored and regulated records management of files.
- Created metadata for the scanned materials.
- Prepared content for submission to the New York Heritage preservation archive using CONTENTdm.
- Initiated a web archiving project for the museum's website using Conifer.
- Increased patron engagement by posting on the museum's social media pages.

Anna Radkowski-Lee Web Archives Graduate Assistant

October 2020-May 2021

M.E. Grenander Department of Special Collections and Archives, University at Albany

- Managed over 35 web archives collections by using complex web crawling tools such as Archive-It and Conifer to preserve web content.
- Reviewed Archive-It crawl reports, updated schedules, and scoped rules to preserve web content while managing efficiency of collection data for the FY 2020-2021.
- Administered the Libraries' institutional repositories to develop metadata standards and procedures for describing the web captures in the Scholars Archive.
- Created descriptive finding aids for the collections using DACS and ArchivesSpace.
- Added content to the UAlbany Libraries Wiki.
- Provided scholarly content to the UAlbany Library Newsletter and the Special Collections and Archives department blog.

Public Services Library Clerk

March 2020-October 2020

Bethlehem Public Library

- Assisted the librarians with projects and outreach programs.
- Tagged book lists in Encore and ran weeding lists in Sierra.
- Organized books, office supplies, and other materials in the library.
- Cross-trained in the Circulation Department helping patrons, checking books in and out of the system, and organizing books to be shipped out to other libraries in the Upper Hudson Library System consortium.

Consultant**June 2020-August 2020**

Historic Cherry Hill Museum

- Designed interactive online maps for the museum's participation in the 2020 Albany History Fair.
- Worked with MapMe to develop three maps for the project focused on highlighting important historical buildings throughout Albany.
- Created written content and curated photographic content.

TEACHING EXPERIENCE**Adjunct Lecturer in English****September 2019- December 2020**

Siena College

- Developed diverse curriculum and syllabi for English literature and academic writing courses.
- Administered all grades.
- Taught over 60 first-year and upper-class students.

Adjunct Instructor**September 2019-March 2020**

University at Albany Intensive English Language Program

- Taught business English and American literature classes to adult international students.
- Developed diverse course materials and syllabi with current TEFL teaching standards in mind.

Assistant Professor of English**February 2012-February 2019**

Sungkyunkwan University

- Designed and taught credit and non-credit courses to graduate and undergraduate students, professors, and administration.
- Courses included academic research, writing, English literature, business, and presentation courses.
- Active in academic publishing and conference presentation.
- Awarded Teacher of the Year in 2013, 2014, & 2017.

Middle School English Teacher**February 2011-February 2012**

Guro Middle School

- Developed writing curriculum for the Seoul Metropolitan Office of Education for students ages 12-15.
- Created creative writing summer and winter camps.
- Improved students' academic writing and speaking skills.
- Directed after-school programs focused on oral and written communication.

Elementary School English Teacher**March 2008-March 2009**

Seoul Seocho Elementary School

- Recruited to teach writing and speaking to advanced elementary school English learners.
- Created coursework used to introduce English writing to young learners. Organized English-intensive summer and winter camps.
- Started a free English Book Club as an after-school program.

English Teacher**October 2006-October 2007**

Topia Academy

- Developed materials for debate, writing, and speaking classes.
- Edited essays for the academy's online English book club.
- Taught persuasive essay writing to students preparing for the TOEFL iBT exam.
- Wrote and edited passages for the TOEFL iBT practice exam.

PUBLICATIONS AND PAPERS

"A Most Distinguished Citizen: Union College's John Bigelow Papers," *Midwest Archives Conference Newsletter*, 49, no. 4 (April 2022). <https://uwmadison.app.box.com/s/f81bh3wepguz34f3qkudbmz5x6fb00x2>

"Learning How to Web Archive: A Graduate Student Perspective," *Society of American Archivists Web Archiving Section Blog*, (February 2022).

"The Archiving of COVID-19: A Historical Literature Review," *The American Archivist*, 85, no. 1 (Spring/Summer 2022). Accepted and forthcoming.

"Collective Memory, Responsibility, and Web Archiving," *M.E. Grenander Department of Special Collections and Archives Blog*, (May 11, 2021). <https://archives.albany.edu/web/2021/05/11/collective-memory-responsibility-web-archiving.html>.

"Web archiving in the M.E. Grenander Department of Special Collections & Archives," *University at Albany Libraries Online Newsletter*, (Spring 2021). <https://library.albany.edu/news/spring2021>.

"The Adulthood Crisis of Societal Role Conformity in 'A Little Cloud'." *James Joyce Journal*, 22, ii (2016): 9-22.

"Deviant Sexuality and Positive Outcomes in *Ulysses* and 'The Waste Land'." *James Joyce Journal*, 19, ii (2013): 183-98.

"The Adolescent Crisis of Identity in James Joyce's *Dubliners* and *A Portrait of the Artist as a Young Man*." *James Joyce Journal*, 19, i (2013): 67-87.

"The Crisis of Control in James Joyce's *Dubliners* and *A Portrait of the Artist as a Young Man*." *James Joyce Journal*, 18, ii (2012): 39-60.

"The Crisis of Masculinities in James Joyce's *Dubliners* and *A Portrait of the Artist as a Young Man*." Master's Thesis, Harvard University, 2012.

CONFERENCE PRESENTATIONS

"Social Justice and Critical Librarianship Initiatives in Academic Libraries." Poster presentation at the virtual Central NY Library Resources Council Annual Conference, October 22, 2021.

<https://drive.google.com/file/d/1A1V3Y6bYIEJNARgZklMmBaxhs8lyuLcr/view>

"Web Archives Maintenance Inflation." PowerPoint Presentation at the virtual Archive-It Partner Meeting, September 29, 2021. <https://archive.org/details/2021-greenwood-and-wiedeman>

"Immortalized Trauma: The Emotional Impact of Archival Work." Poster presentation at the virtual Society of American Archivists ARCHIVES*RECORDS 2021 Conference, August 2-6, 2021.

"Web Archiving and Collective Memory." Presentation at the virtual Students and New Archival Professional Section of the Society of American Archivists Annual Meeting, July 20, 2021.

"The Digital Archiving of COVID-19." Presentation at the virtual New York Archives Conference, June 10-12, 2021. <https://www.youtube.com/watch?v=kceTK1PQh-M>

"The Importance of Web Archiving, Web Crawling, and Web Appraisal." Presentation at the virtual New York Archives Conference, June 10-12, 2021. <https://www.youtube.com/watch?v=D5cvCwrtcEY>

"James Joyce Session." Panel leader presenter at The Korean Society of British and American Fiction Conference, Seoul, Korea, 2014.

"Deviant Sexuality and Positive Outcomes in *Ulysses* and 'The Waste Land'." Paper presentation at The English Language and Literature Association of Korea Conference, Seoul, Korea, November 7-9, 2013.

"The Crisis of Control in *Dubliners* and *A Portrait of the Artist as a Young Man*." Paper presentation at The 5th International James Joyce Conference, Gwangju, Korea, November 10-11, 2012.

PROFESSIONAL SERVICE

Mentee

November 2021-Present

Academy of Certified Archivists (ACA)

- Accepted into the ACA Mentorship Program for a three-month period after passing the ACA exam in Summer 2021.
- Collaborating with peers to discuss topics related to the goals of the Academy.

Mentee

August 2021-March 2022

Documentary Heritage and Preservation Services for New York (DHPSNY)

- Accepted into the DHPSNY Mentorship Program for a six-month period.
- Committed to monthly meetings with peers to discuss archival and preservation issues.

Web Archiving Section Committee Member

August 2021-Present

Society of American Archivists

- Elected by peers to serve as a liaison to SAA student chapters and groups.
- Serving as a member of the Steering Committee.
- Writing, publishing, and recruiting author content for the Web Archiving Section blog.

Board Member**August 2021-Present**

New York Archives Conference

- Elected to work with the rest of the board to help organize and execute the annual archives conference in 2022.
- Additionally committed to serving on separate NYAC boards such as the Local Arrangement Committee and the Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee.

Harvard Book Prize Award Program Director**January 2021-March 2022**

Harvard Club of Eastern New York

- Managed communication, finances, and award distribution of Harvard's annual alumni book prize award to 24 high school juniors for the 2021 school year.

Crimson Compass Mentor**January 2013- December2019**

Harvard University Alumni Association

- Mentor for Harvard University students, current and alumni, who wish to gain advice and ideas in a common career area or shared interests.

Board Member and Journal Editor**October 2008-February 2019**

James Joyce Society of Korea

- Editor of papers, abstracts, notices, and other business documents for the society and its biannual academic journal.
- Assisted with public relations in the English language.
- Represented the society at domestic (Korea) and international conferences.

UNIVERSITY SERVICE**Excellence in Librarianship Award Committee Member****March 2021-June 2021**

University at Albany Libraries

- Asked by the Dean of Libraries to serve on the committee as the graduate student representative.
- Reviewed the nomination packet, which includes award criteria, a nomination letter, supporting letters, and the nominee's CV.
- Attended meeting to select award recipient and offer input about candidates.
- Assisted with drafting the committee's written recommendation.

Library Ambassador**January 2021-May 2021**

University at Albany Libraries

- Promoted library resources and programs.
- Created videos demonstrating personal research methods.
- Represented the library at campus events.
- Facilitated peer networking and improving student communication with library faculty and staff.
- Improved outreach and engagement.

MEMBERSHIPS

Mid-Atlantic Regional Archives Conference	2021-Present
American Library Association	2020-Present
Capital Area Archivists	2020-Present
Capital District Library Council	2020-Present
New York Archives Conference	2020-Present
New York Library Association	2020-Present
State University of New York Librarians Association	2020-Present
Society of American Archivists	2020-Present
Harvard Club of Eastern New York	2019-Present
Harvard Club of Korea	2012-Present
James Joyce Society of Korea	2008-Present

AWARDS

President's Award for Academic Leadership , University at Albany	2022
Lake Placid Conference Stipend , New York Library Association	2021
The CEHC Scholarship , University at Albany	2021
Anna Radkowski-Lee Web Archiving Graduate Assistantship , University at Albany	2020-2021
Research Foundation Assistance Scholarship , University at Albany	2020-2021
Teacher of the Year , Sungkyunkwan University	2017
Teacher of the Year , Sungkyunkwan University	2014
Teacher of the Year , Sungkyunkwan University	2013

LICENSES AND CERTIFICATIONS

New York State Education Department Public Librarian's Professional Certificate	2022-2027
Academy of Certified Archivists Provisional Member Certification	2021-2022
TEFL International TESOL Certificate	2005-No Expiration

PERSONAL PROJECTS

Parliament of Owls Digital Repository	August 2020-Present
<ul style="list-style-type: none"> Initially built for a graduate class about digital libraries. Created a digital collection of owl-themed items that have been personally curated for over 30 years. Wrote the metadata and digitized the entire collection. 	
The Owlsh Folk Podcast	March 2018-Present
<ul style="list-style-type: none"> Co-host, writer, editor, and producer of a linguistics podcast that answers questions about the English language. 	

LANGUAGES

English— native speaker
 French— speak, read, and write with basic competence
 Korean— speak, read, and write with basic competence

REFERENCES AVAILABLE UPON REQUEST