

## — MARLEE WALTERS

[mwalters@pratt.edu](mailto:mwalters@pratt.edu)

### — EXPERIENCE

#### **Graduate Assistant, Pratt Institute School of Information and Library Science, Dr. Irene Lopatovska**

May 2014-present

- Preparing literature reviews and bibliographies
- Preparing and editing materials for conference presentations
- Creating methodologies for data collection; analyzing data
- Managing learning management system and communicating with students

#### **Graduate Assistant, Pratt Institute Libraries, Archives**

June-September 2014

- Inventory
- Description
- Scanning and digitization

#### **Archival Intern, Manuscripts & Ephemera Collection, Museum of the City of New York**

February-June 2014

- Cataloging; item-level and collection-level
- Processing and re-housing
- Finding aid creation: [Collection on Advertising](#)

### — EDUCATION

#### **Pratt Institute**

M.S. Library & Information Science

Jan 2014-present

Courses

- Projects in Information Experience Design | Digital Asset Management
- [Information Architecture/Interaction Design](#) | Information Technologies
- [Projects in Moving Image & Sound Archiving](#) | Projects in Digital Archives
- Management of Archives & Special Collections | Knowledge Organization
- Information Services & Sources | Information Professions

#### **Dickinson College**

B.A. English and Theatre

2008-2011

- Graduated cum laude in three years

### — SKILLS

- Basic HTML, CSS, PHP, XML | Adobe Photoshop | Microsoft Office Suite
- Axure | Balsamiq | InVision | User-centered design
- Digital archive initiatives | Digitization
- Metadata creation and standards | CCO | Dublin Core | DACS | EAD
- Theatre subject knowledge | Film subject knowledge
- Research | Blogging | Wordpress | Omeka