

Lindsay Robbins

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CAREER SUMMARY

Recent multi-degree graduate with education, visual arts, music and museum collections experience.

EDUCATION

Master of Science, Library Science (ALA accredited)

University of North Texas, Denton, TX

May 2023; GPA 4.0

Master of Arts, Art History

University of North Texas, Denton, TX

May 2020; GPA 4.0

Bachelor of Arts, Music Education

Concentration: Instrumental Music

University of Science and Arts of Oklahoma, Chickasha, OK

December 2015; GPA 3.94

Associate of Arts, Visual Arts

Oklahoma City Community College, Oklahoma City, OK

May 2018; GPA 4.0

TECHNICAL SKILLS

Metadata Software/standards: Extensible Markup Language (XML), VRA 4.0, Dublin Core, Describing Archives: A Content Standard (DACS), Library of Congress Subject Headings (LCSH)

Software: PastPerfect Museum Software, PastPerfect Online, Adobe Photoshop, Adobe Illustrator, CLIP Studio, Microsoft Office Suite, Resident Fund Management Service (RFMS), Pvault Paperless Environments, internet browsing applications, Windows operating systems

Certifications: Oklahoma State Teaching Certificate in Instrumental / General Music: K-12 | 2016 – 2026

WORK EXPERIENCE

Dallas County Heritage Society

Dallas, TX | October 2022 – Present

Collections Manager

- Conducting inventory of collection objects
- Managing and organizing the collection and files
- Assessing collection pieces for damage and making informed recommendations for repair or deaccession
- Prepare, catalog, and organize pieces for accession or deaccession
- Managing collection using American Association of Museums (AAM) and industry standards of inventory to maintain (AAM) accreditation
- Reporting issues of safety of collection objects to Facility Manager

Dallas Municipal Archives

Dallas, TX | January 2023 - April 2023

Archival Intern

- Accessioning, arrangement, description, cataloging, reference, outreach and promotion

Flooring Services

The Colony, TX | April 2021 - October 2022

Data Entry Associate/Customer Service

- Interpreted sales documents and placed purchase orders for 10,000+ sq. ft of material daily
- Handled customer inquiries over the phone

University of North Texas: College of Visual Arts and Design

Denton, TX | August 2018 - May 2020

Teaching Assistant

- Teaching assistant for undergraduate Art Appreciation, Art History II, and Modernism and the Visual Arts
- Handled 6+ hours of classified data entry weekly
- Worked with 1000+ students to identify their goals, create and implement a path to success
- Assigned to work with 40-100 students per class
- Determined methods of grading student work

Texas Fashion Collection

Denton, TX | August 2018 - December 2018

Texas Fashion Collection Assistant

- Worked with a team to photographically document 200+ artifacts
- Organized data for artifacts in online database
- Proven ability working independently and collaborating with other graduate students and advisors

Oklahoma City Community College

Oklahoma City, OK | February 2018 - May 2018

Ceramics Lab Assistant

- Monitored lab operations, such as preventing air contamination and enforcing safety procedures
- Maintained the lab by guiding students, demonstrating techniques, and cleaning/organizing

Robbins Flute Studio

Moore, OK | 2016 - 2018

Private Flute Instructor

- Kept financial and business records such as budgets and progress reports; advertised services
- Instructed beginning students each week- 3rd grade through high school
- Planned lessons according to individual student needs; motivated and encouraged progress

VOLUNTEER EXPERIENCE**Dallas County Heritage Society**

Curatorial Volunteer, April 2022 - October 2022

- Submitted inventory reports for 300+ collection objects

- Accessioned 4 objects into the collection's database
- Cleaned collection objects and presentation spaces

ACTIVITIES AND HONORS

IDEA Committee, Dallas County Heritage Society

Researcher/Writer 2023-Present

Fandom and Neomedia Studies: *The Phoenix Papers*, an interdisciplinary, peer-reviewed online journal
Contributor in Vol. 5, No. 1. August 2022.

Art in Translation: Contextualizing the Instructional Manga Publications of Christopher Hart.
<https://doi.org/10.31235/osf.io/ncs37>

Fandom and Neomedia Studies Conference

Presenter at the 8th Annual FANS Academic Conference, June 4th, 2022

Phi Theta Kappa Honor Society

Regional Officer, 2017 – 2018

- Contacted facilities and made logistical arrangements for 4 regional conventions, 2018 – 19

Chapter Officer, 2017 – 18

- Organized \$600 for cancer treatment of faculty member's daughter, 2018
- Coordinated 50+ chapter meetings, guest lectures and fundraisers, 2018 – 19

Leadership Council: Oklahoma City Community College

Public Relations Officer, 2017 – 2018

- Introduced and briefed council representatives on school legislation, such as successfully passing a ban on guns on campus

Hypatia Honor Society, 2014 – 2015

Member at the University of Science and Arts of Oklahoma, 2014 – 2015

REFERENCES

John Slate, City Archivist

Dallas Municipal Archives

john.slate@dallas.gov

Kristi Nedderman, Assistant City Archivist

kristi.nedderman@dallas.gov

Sarah Crain, Chief Operating Officer

Dallas County Heritage Society

scrain@oldcityparkdallas.org

Evelyn Montgomery, Director

Old Red Museum of Dallas County

evelynm@oldred.org