

VICTORIA CONTRERAS

Sul Ross State University – Archives of the Big Bend

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EDUCATION

MSc. Information Management and Preservation (Merit)

November 2015

University of Glasgow, Glasgow, Scotland

- CILIP (APA UK equivalent) formally accredited program
- Subjects: Description, Cataloguing and Navigation; 2D Digitization; Management, Curation and Preservation of Digital Materials; Law for Cultural Heritage Institutions; Archives and Records Information Management; Records and Evidence; Research Methods and Professional Studies; Paleography
- Dissertation: *Out of Our Hands, A Case Study on the Factors Affecting Appraisal of Private Collections Transitioning to Public Repositories*

BA Sociology, English Literature & Language

May 2011

St. Mary's University, San Antonio, Texas

- Study abroad program: Imperial College London
 - Symposium research and presentations on Virginia Woolf marginalia and its archival significance
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SKILLS

- Bilingual: fluent in English and Spanish
 - Proficient in Microsoft Office Suite, iWork Suite, Adobe Photoshop, Oxygen XML Editor and KE EMu Collection Management Software
 - Adept in the implementation of library, museum and archival cataloging, description, and metadata standards, including ISAD(G), EAD, Dublin Core, and NCA rules
 - Professional and personable public speaker, with two decades of project and volunteer management experience
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PROFESSIONAL EXPERIENCE

2023 - Current Lecturer in Developmental English

Sul Ross State University - Academic Center for Excellence

- Develop and teach Integrated Reading and Writing Course 0309
- Provide assistance and encouragement to all students
- Provide opportunities for personal and academic development

2022 - Current Head of Archives/Archivist

Sul Ross State University – Archives of the Big Bend

- Appraise and accession new and backlogged collections
- Provide access and assistance to researchers
- Protect and preserve archival collections
- Maintain up to date on best practices and case studies
- Advocate and promote collections and their academic and cultural use

2016 - Current Property Manager

La Gloria Apartments, El Paso, Texas

- Drafted and implemented rental policies, contracts, and procedures
- Led and oversaw the restoration and remodeling of the property

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- Managed all financial, legal, and administrative responsibilities for the property

2015 - 2016 Document Management Intern

Cowane's Hospital Trust, Stirling, Scotland

- Cataloged over two centuries' worth of previously unknown and diverse record collections
- Created a database for the efficient retrieval of their records and trained staff on its use
- Digitized and submitted archival records for a successful £2,000,000 National Lottery Heritage Fund grant proposal
- Served all the archival and curatorial needs of the four charities under the Trust's umbrella, including media, trustee, and government requests
- Appraised the historic, legal, and business value of their records and provided advice as to their disposal, archival donation, or on-site accession
- Consulted with the Stirling Council Archive Service regarding their existing Cowane's and Spittal's Trust collections and facilitated deposits

2015-2016 Volunteer

Stirling Council Archive, Stirling, Scotland

- Transcribed 17th-20th century documents
- Box-listed and cataloged new collections

2014 Archive Placement Volunteer

The Hunterian Art Gallery, Glasgow, Scotland

- Appraised, researched, and cataloged newly acquired or accessioned archival records for the Charles Rennie Mackintosh and James McNeill Whistler collections
- Assisted in the integration of the archival collections into the new general database
- Beta-tested and co-authored the archival user manual for the Museum's new KE EMu Collection Management Software

2013 - 2014 Supplemental Instruction Facilitator

El Paso Community College, El Paso, Texas

- Teaching assistant and tutor for the Biology Department
- Organized and facilitated classes and study sessions for students
- Created and managed study materials for introductory biology courses

2013 - 2014 Archive Volunteer

National Border Patrol Museum and Memorial Library, El Paso, Texas

- Assisted in the acquisition, appraisal, and box-listing of the museum's physical and record collections

2012 - 2013 Research Initiative for Scientific Enhancement Program Assistant

El Paso Community College, El Paso, Texas

- Promoted and consulted for the undergraduate laboratory research program dedicated to the advancement of minority students within scientific fields
- Trained program participants in research and presentation skills
- Developed and successfully executed program promotions throughout all five campuses, creating an unprecedented 1,100% increase in application submissions
- Launched and operated all social media accounts for the program, increasing visibility within the college and community

2011 - 2012 Office Manager & Legal Assistant

Parra Law Office, El Paso, Texas

- Drafted pleadings, orders, and all other legal paperwork needed for criminal, family, and civil cases
- Researched and analyzed relevant cases and legislation
- Oversaw the progress of over one hundred cases for two attorneys
- Created and maintained the attorneys' files and daily calendars

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- Initiated the recovery and optimization the office's finances
- Modernized the office's record keeping and client communication procedures

2008 Museum Volunteer

El Paso Museum of Archaeology

- Restored and assisted in the cleaning and preservation of artifacts
 - Led summer camps and field excursions for children
 - Taught research and field skills
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PROFESSIONAL DEVELOPMENT

2023 – Current	Western History Association
2023 – Current	Society of Southwest Archivists
2022 – Current	Texas State Historical Association
2022 – Current	Border Region Archives Group
2019 - Current	Society of American Archivists
2014 - Current	Scottish Council on Archives
2014 - 2016	Archives & Records Association Scotland
2014 - 2016	Business Archives Council of Scotland
2014 - 2016	Museums Association
2011	Management Seminar: How to Supervise People

SERVICE & LEADERSHIP DEVELOPMENT

2023 – Current	Sul Ross State University Staff Council <ul style="list-style-type: none">• Staff Council Representative for Academic Affairs
2022 – Current	Sul Ross State University Staff Awards, Nominations, and Selection Committee
2022 – Current	Alpine Historical Association
2007 - Current	Alpha Xi Delta National Women's Fraternity <ul style="list-style-type: none">• Chapter Advisor, Chapter Life Advisor, El Paso del Norte Alumnae Association Co-Founder, Alumnae Membership Vice-President, National Panhellenic Council (NPC) President, NPC External Vice-President, Financial Vice-President, Marshal• Golden Quill Award Recipient, Anne Mehus Verbon Scholarship Recipient
2006 - Current	Alpha Phi Omega National Service Fraternity <ul style="list-style-type: none">• National Extension Programs Committee Member, Extension Group Coordinator, National Diversity Council Member, Region Extension Chair, Section Vice-Chair, President, Re-Charterer• Chapter Distinguished Service Key Recipient, John Mack Scholarship Recipient, Ellsworth S. Dobson Merit Award Recipient
2014 - 2015	Glasgow University Students' Representative Council <ul style="list-style-type: none">• Class Representative for Information Management & Preservation Masters Program
2011	Order of Omega National Leadership Honor Society <ul style="list-style-type: none">• Honorary Member
2011	Alpha Kappa Delta International Sociology Honor Society <ul style="list-style-type: none">• Founding Member of St. Mary's University Chapter