

JENNIFER ANTHONY

ARCHIVIST

/ CONTACT

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/ EDUCATION

University of South Florida

Master of Library and
Information Science 2024

Honors: Phi Kappa Phi

Florida Atlantic University

Bachelor of English 1999

/ CERTIFICATES

- Managing Projects with Content DM
- Caring for Originals during Scanning Projects
- Introduction to Archives Administration and Management

/ SKILLS

- Digitization
- Collection Development
- Collection Management
- Research
- Writing
- Information Literacy
- Metadata Creation
- Reference Services
- Cataloging

/ EXPERIENCE

Project Archivist

The King's Academy 2018-2020

- Built a digital collection of materials for www.tkavault.net, a website created to share the school's archives for their 50th Anniversary.
- Collected, arranged, and digitized donated materials, created metadata and tags for all items.
- Interviewed key figures in the school's history and collaborated with the marketing and development department to film interviews.
- Promoted the website and anniversary activities through social media.

Archives Assistant

Palm Beach Atlantic University 2011-2016

- Accessioned, arranged, preserved, and digitized materials for the University Archives.
- Arranged and conducted oral history interviews.
- Collaborated with various university departments for Special Collections
- Created exhibits to promote collections
- Promoted the University Archives and Special Collections through social media

Archives Intern

Historical Society of Palm Beach County Spring 2024

- Accessioned and arranged the Deits Collection of Photography
- Catalogued the Deits collection in Past Perfect