

JENNIFER R. SHARP, MSI

EXPERIENCE

Connecticut Historical Society, Hartford, CT

Project Archivist

September 2008 – Present

- Two year, NHPRC grant funded project.
- Catalog backlog of manuscripts and account books dating from the eighteenth century to present.
 - ▶ Examine collections, review and gather information to determine the provenance.
 - ▶ Conduct basic research to establish life dates for individuals, relationships among individuals in family collections, and summary histories of businesses or organizations.
 - ▶ Examine manuscript collections to identify information necessary for creating a minimal catalog record.
 - ▶ Create K-level MARC record using Connexion Client software.
- Write periodic entries for the CHS Library blog.
- Staff Research Center reference desk as needed.
- Member of the Website Task Force, charged with hiring a web design firm to create a new CHS website.
- Work with Collections Steering Committee for acquisition approval of new manuscripts and museum objects.
- Supervise summer interns.

John D. Rockefeller, Jr. Library, Colonial Williamsburg Foundation, Williamsburg, VA

Manuscript Librarian

September 2007 – August 2008

- Maintain accessions database and create MARC records for newly acquired eighteenth century manuscripts.
- Code EAD finding aids, following DACS standards, for both newly acquired and older manuscript collections.
- Improve physical access to Special Collections manuscripts.
- Monitor Special Collections reading room and assist patrons in locating material.
- Supervise graduate student intern.

Special Collections Library, University of Michigan, Ann Arbor, MI

Graduate Student Assistant

May 2007 – July 2007

- Processed papers and records of Ardis, a publisher of Russian literature, and created EAD-ready finding aid. Collection measured over 20 linear feet.

Bentley Historical Library, University of Michigan, Ann Arbor, MI

Graduate Reference Assistant

September 2006 – July 2007

- Assisted patrons in Reading Room
- Answered reference questions via postal mail and email.
- Created online exhibit, titled Women of Michigan, for Bentley's web page.
- Digitized photographs as requested by patrons.

Graduate Student Processor

September 2005 – April 2006

- Processed several collections for Michigan Historical Collections and University Archives and Records Program.
- Created and updated finding aids for Bentley collections.

Seeley G. Mudd Manuscript Library, Princeton University, Princeton, NJ

May – August 2006

John Foster and Janet Avery Dulles Summer Intern

- Processed collections for University Archives and Public Policy Papers.
- Prepared finding aids in EAD format using XML and DACS standards.
- Answered reference questions via telephone and email.
- Developed draft policy for archiving University web sites.

The Hartford Financial Services, Inc., Hartford, CT

Developer

October 2001 – August 2005

- Promoted to developer in recognition of superior performance. Expanded duties include maintaining rate database, designing and implementing system enhancements.
- Key contact between Information Technology and Actuarial Departments for all system interface issues.
- Member of team receiving Information Technology Excellence Award, Fall 2002.

Technician

September 1998 – October 2001

- Programmer for a Commercial Lines small business product.
- Worked individually and as part of a team to maintain and develop the mainframe system according to customers needs. Researched and solved system production problems.

EDUCATION

Trinity College, Hartford, CT.

Spring 2009 – Present

- Master of Arts, Expected Spring 2011.
- Part-time student in American Studies.

University of Michigan, School of Information, Ann Arbor, MI.

Fall 2005 – Winter 2007

- Master of Science in Information, April 2007
Specialization: Archives and Records Management

Colgate University, Hamilton, NY.

Fall 1994 – Spring 1998

- Bachelor of Arts, May 1998. Double concentration in Russian Studies and History.

American Collegiate Consortium, Yaroslavl State University, Yaroslavl, Russia

Spring 1997

- Semester program of intensive Russian language instruction, history, literature, and culture of Russia.

PROFESSIONAL MEMBERSHIPS

New England Archivists

Society of American Archivists