

Dylan Karlsson

UCLA MLIS Archival Studies 2020

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dylankarlsson.com

EDUCATION

- **University of California, Los Angeles** – Masters in Library and Information Studies, 2020 Candidate
- **University of California, Los Angeles** – Graduate Certificate in Digital Humanities, 2020 Candidate
- **University of California, Los Angeles** – BA in English with minor in Digital Humanities, 2018

PROFESSIONAL EXPERIENCE

- **Los Angeles Master Chorale, Archival Assistant** – November 2020 - February 2021
 - Catalogued and re-housed 46 boxes of photographic and audiovisual materials
 - Produced a working index and a collection finding aid
 - Determined prioritization criteria for future digitization
- **Visual Communications, Intern** – September 2019 - June 2020
 - Digitized and processed photographic material
 - Trained student interns on archival procedures
 - Planned and facilitated community metadata tagging events, in person and online
 - Conducted background archival reference
 - Organized and curated an online photography exhibition
- **Young Research Library Digital Library, Assistant** - September 2019 - December 2019
 - Prepared digital materials for ingest into Digital Library catalog
 - Appended metadata according to UCLA standards
 - Edited and cleaned audio files using Audacity
- **UCLA Herbarium, Herbarium Technician** – June - September 2019
 - Collected and arranged plant press specimen
 - Input and cataloged specimen data
 - Organized and identified botanical specimen
- **CFPRT, University Archives Processing Scholar** – October 2018 - March 2019
 - Processed 22 record series, 37.6 linear feet
 - Produced seven DACS compliant finding aids to be published on OAC
 - Transferred legacy data into new data model
 - Reprocessed and redescribed legacy collections
 - Performed data remediation
 - XML editing and round-trip implementation
 - Transformed EAD into CSV using command line and ArchivesSpace plug-ins

- **Beyond Baroque, Digitization and Social Media Assistant** – October - December 2018
 - Digitized key administrative and promotional materials
 - Organized and arranged physical storage
 - Managed social media presence leading up to Gala event
 - **Young Research Library Access Services, Student Supervisor** – April 2016 - August 2018
 - Facilitated public service relations for the library
 - Managed important library functions for patrons
 - Delegated and organized tasks for students to perform
 - Trained new workers necessary skills
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AWARDS & FELLOWSHIPS

- **Mellon-UCLA Community Archives MLIS Internship**, Visual Communications, 2019-2020
- **Herbarium Fellow**, UCLA Herbarium, 2019
- **Library & Information Studies Alumni Fellowship**, 2018

SKILLS

- Excellent writing capabilities
- Experienced with Photoshop and InDesign
- Copy-editing and critical editing
- Video and audio production
- Proficient in Microsoft Office Suite
- Public speaking and public service

TECHNOLOGY

- Content Management Systems: Archivesspace, MS Access, Adobe Bridge
- Data Management: OpenRefine, MySQL
- Cataloging Tools: Voyager ILS, OCLC Connexion
- Metadata Schemas: MODS, Dublin Core, VRA Core, METS, TEI
- Data Cleaning: OpenRefine, R Studio, Excel
- Web Development: GitHub, Mobirise, HTML, CSS

REFERENCES

Lori Dedeyan (Project Archivist, UCLA University Archives)

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Abraham Ferrer (Archives and Distribution Manager, Visual Communications)

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