ROBINA TORRES

5823 Oak Run San Antonio, Texas 78247 • 210.865.2638 • robina.torres@gmail.com

**Experience**

Neighborhood Housing Services San Antonio, TX

*Digitization Project Lead* Sept 2017-

* Developed a digitization workflow for the non-profit’s loan files
* Developed a long-term management plan for their electronic documents
* Developed a management plan for their emails
* Updated their storage system for their retention schedule
* Scanned their loan files into their Point Mortgage Database

NextGen Mortgage Innovation San Antonio, TX

*Content Manager* June 2017- Sept. 2017

* Develop and Manage social media outlets
* Gathering documents needed to process loans from clients
* Establish organization for how documents are controlled
* Keep up with all compliances needed for the company

McNay Art Museum San Antonio, TX

*Archives Intern* Fall 2017

* Currently working on inventorying their entire digital media collections
* Created an Excel spreadsheet based off SAA Jump In’s initiative
* Examined their entire processed and unprocessed collections

Esperanza Peace and Justice Center San Antonio, TX

*Metadata and Cataloging Technician Intern* Spring 2016- July 2016

* Created metadata for their VHS digitization project
* Viewed the videos to asses for date range and content
* Cataloged the information on their Excel spreadsheet

The Athenaeum of Philadelphia Philadelphia, PA

*Development and Research Intern* Oct. 2013-March 2014

* Produced a self-guided tour with Photoshop
* Researched the founding members for the Bicentennial Founders Event
* Reorganized their entire collection’s storage in a small space
* Updated their database for researchers to have access to

Whole Foods San Antonio, TX

*Specialty and Front End Departments* Sept. 2012- Sept. 2015

* Provided customer service
* Provided ideas and plans for marketing events
* Took part in hiring committee

Texas State University San Marcos, TX

*Archaeological Intern* July 2011-Aug. 2011

* Excavated a cemetery on a private Caye in Belize with a team of students
* Identified where the remains were located, no headstones survived
* Created visual map of where each skeletal remain was located
* Catalogued and cleaned the artifacts and remains at onsite lab
* Organized artifacts and remains for database entry

Columbia College Chicago Urban Music Association Chicago, IL

*Co-Director of Marketing and Promotions* Aug. 2009-May 2010

* Planned and organized events with the other co-director
* Created marketing plans and strategies
* Photographed events and maintained social media sites

**Education**

The University of Texas at Austin Austin, TX

*Master of Science, Information Studies,* GPA 3.7 May 2017

Specialization: Archives and Information Management

Texas State University San Marcos, TX

Bachelor of Arts, Anthropology, minor: Art, GPA 3.6 Aug. 2012

University of the Arts Philadelphia, PA

Studied Museum Communications Fall 2013

**Skills**

Experience in Adobe Creative Cloud and DSpace. Proficient in Microsoft Suite. Conversant in Spanish.

**Projects**

* Current: Digitizing Loan files into the Point Mortgage Database for the non-profit, Neighborhood Housing Services of San Antonio
* Ongoing: Creating finding aids with Oxygen for the McNay Art Museum in San Antonio
* Created an exhibition catalogue “Mnemonic Body”: learned the do’s and don’ts of presenting information in cultural institution.
* Digitization of George Sanger’s Floppy Collection with KyroFlux: worked in a team to upload the information on the disks to the UT VideoGame Archive. We also had to comment on the use of KyroFlux for a new instruction manual.
* Digital Preservation Management Plan for a UT professor and myself, focusing on emails and born digital photos.
* Processed Walter E. Long’s collection for Texas State Library and Archives Commission and created the finding aid using Oxygen for TARO (Texas Archival Resources Online)

**E-Portfolio**

[**ROBINA**](https://robina82.wixsite.com/archivist)