

Steven B. Szegedi

2035 W. Wellington Ave. Apt 3 Chicago IL 60618
(828)242-6985 (773)935-2449

EDUCATION

Dominican University
MLIS River Forest, Illinois 2008

Rutgers College of Rutgers University
B.A. English/Communications New Brunswick, New Jersey 1996

SKILLS

- ▶ Familiar with EAD and DACS formatting
- ▶ Knowledge of XHTML, XML and CSS
- ▶ Basic archival theory, including Jenkinson, Schellenberg, Greene, Duranti and Cox
- ▶ Library 2.0 technologies
- ▶ Excellent interpersonal and communication skills

EXPERIENCE

Loyola University Chicago, IL February 2008 – March 2008

Student Intern, Loyola University Archives (Lake Shore Campus)

- ▶ Processed the Father Vincent V. Herr, S.J. Papers, comprising approximately 14 linear feet.
- ▶ Created finding aid for the Father Herr collection.
- ▶ Arranged the Father Herr collection to the folder level.

Dominican University River Forest, IL October 2007 – Present

Assistant Archivist, Dominican University Archives

- ▶ Assist with accession, arranging and processing of university collections
- ▶ Authored website for University Archives.
- ▶ Oversaw digital transfer of photographic and filmic materials.
- ▶ Assisted in large-scale scanning project.

Student Worker, GSLIS Office March 2007 – May 2007

- ▶ Responsible for maintaining database of prospective students.
- ▶ Assistant to full-time staff, instructors and professors, assuming roles on an as-needed basis.

Haywood Road Market Asheville, North Carolina April 2005 - September 2005
and February 2006 - May 2006

Head Cashier

- ▶ Monitored, ordered, and stocked all bulk supplies in a local grocery cooperative.
- ▶ Responsible for monetary operations outside of accounting.

Malaprop's Bookstore Asheville, North Carolina March 2000 - June 2002
and February 2003 - November

Manager, beginning February 2003

2004

- ▶ Supervision of approximately 15 staff members
- ▶ Responsible for daily cash sheets, opening, closing, and reconciling cash sheets
- ▶ Inventory flow supervisor, for incoming and outgoing products
- ▶ Ordering for all non-book items as well as some primary book ordering
- ▶ Represented Malaprop's at a number of national trade shows

WFMU Freeform Radio East Orange, New Jersey January - July 1996

Intern, Music Department

- ▶ Assisted in running the music department of one of the nation's largest independent radio stations.
- ▶ Assisted in setting up, taking down, and organizing annual three-day record sale in New York City.

Steven B. Szegedi

2035 W. Wellington Ave. Apt 3 Chicago IL 60618
(828)242-6985 (773)935-2449

REFERENCES

- | | | |
|--|----------------------|-------------------------------|
| Kathy Young
<i>Supervisor during student internship.</i>
Cudahy Library Room 218
6525 North Sheridan Road
Chicago, IL 60626
phone: (773) 508 - 2661
email: kyoung3 @ luc.edu | University Archivist | Loyola University Archives |
| Sister Jeanne Crapo, O.P.
<i>Supervisor in current position with Dominican University.</i>
Rebecca Crown Library Room 200
7900 West Division Street
River Forest, IL 60305
phone: (708) 524 - 5929
email: scrajean@dom.edu | University Archivist | Dominican University Archives |
| Edward Valauskas
<i>Advisor for independent study project</i>
Rebecca Crown Library 313
7900 West Division Street
River Forest, IL 60305
phone: (708) 524 - 6562
email: ejv@dom.edu | Lecturer | Dominican University |