

Tierra Thomas

1031 Scott Blvd, Apt G4, Decatur, GA 30030

724-328-4556 • latieramt@gmail.com

EXPERIENCE

Archives Assistant

Columbia Theological Seminary, C. Benton Kline, Jr. Special Collections and Archives

Decatur, Ga, May 2022-Current

- Organizes and uploads images to ContentDM with relevant metadata as part of the Mary Spence Cross Collection ATLA grant project

Visiting Archivist for Southern Jewish Collections

Emory University, Stuart A. Rose Manuscripts, Archives, and Rare Book Library

Atlanta, GA, Aug 2020-Feb 2022

- Created processing workplans for four collections related to Jewish history in Atlanta
- Managed full-scale processing projects independently with minimal supervision
- Wrote and encoded finding aids using XML
- Applied catalog terms to finding aids
- Managed containers using Alma and Aeon
- Writes for the Rose Library blog
- Contributed to writing the Anti-Oppressive Language Description Guidelines as a member of the Anti-Oppressive Language Working Group
- Planned events as a member of the Diversity, Equity, and Inclusion Professional Development Sub-committee including the Coffee and Critical Conversations series
- Participated in the creation of an assessment process as a member of the Diversity, Equity, and Inclusion Assessment Sub-committee
- Recorded a podcast episode for Rose Library Presents: Community Conversations about identity and archives
- Communicated project progress with donors and other stakeholders

Graduate Research Assistant, University Archives and Records Management Services

University of North Carolina at Chapel Hill, The Louis Round Wilson Special Collections Library

Chapel Hill, NC, Sept 2018-May 2020

- Collaborated in project planning for processing collections
- Processed collections, assists in the creation of finding aids, and assists in the appraisal process
- Used Archive-It to manage crawls, ascribe metadata to collected websites, and to perform basic quality control on crawls
- Participated in a large-scale backlog project to increase collection discovery
- Collaborated in the creation of a library guide providing information to student groups on archiving their materials
- Wrote blog posts about university history using archival materials
- Assisted in coordinating social media content
- Acted as a member of the Conscious Editing Steering Committee helping to begin work on a guide to redescribing problematic description in finding aids

Graduate Research Assistant, Technical Services

University of North Carolina at Chapel Hill, The Louis Round Wilson Special Collections Library

Chapel Hill, NC, Summer 2019

- Created a bibliographic resource using Zotero to accommodate the Conscious Editing Initiative activities

- Edited language in existing finding aid abstracts to better match the values of newly implemented Conscious Editing Steering Committee guidelines

Digital Intern

Newberry Library

Fall 2018

- Transcribed and classified postcards in Leonard A. Lauder Collection of Raphael Tuck & Sons Postcards
- Gained a deeper understanding of the importance of workflows in digital preservation projects

Student Assistant, Processing Department

Georgia State University, Special Collections and Archives

Atlanta, GA, Sept 2016-May 2018

- Assisted Processing Archival Associates with the creation of finding aids, including the writing of the scope and content, historical note, and abstract using Archivist Toolkit and ArchivesSpace
- Responsible for formulating preliminary inventories of donated materials using Microsoft Excel
- Digitized printed materials such as news clippings and photographs for digital collections
- Produced preservation copies of outdated audiovisual materials
- Supported researchers with use of materials and reference questions at the reading room reference desk as needed
- Collaborated with Access/Outreach Coordinator on social media projects and the department's marketing plan including the creation of scripts for promotional videos, selection of materials, and creation of content for Facebook, Twitter, and Instagram
- Promoted archival collections through tabling and Homecoming events
- Helps Archival Associates organize and create gallery exhibits

Biller

Saia LTL Freight Inc.

Johns Creek, Ga, Nov 2017-July 2018

- Creates delivery receipts and invoices by locating information on the customer's original bill of lading and entering it into AS400

English as a Second Language Instructor

Beulah Heights University

Marietta, GA, Fall 2017

- Individual instruction of Advanced English grammar to adult learners
- Planned creative lessons and interactive classroom activities

EDUCATION

M.A. in English, Creative Writing focus

Southern New Hampshire University

Manchester, NH, June 2022-August 2023 (*Expected*)

M.S. in Library Science

University of North Carolina at Chapel Hill

Chapel Hill, NC, August 2018-May 2020

B.A. in History and African American Studies, *Magna Cum Lade*

Georgia State University

Atlanta, Georgia, August 2014-May 2018

SPEAKING ENGAGEMENTS

"The Anti-Oppressive Language Working Group." *Reparative Description from Two Sides: Cataloging and Processing*. Society of Georgia Archivist's Summer Workshop. Virtual, Summer 2022.

"Working Towards a Radically Inclusive Historical Record Through Culturally Competent Archival Description." SILS Symposium on Information for Social Good. Chapel Hill, Spring 2019.

HONORS AND AWARDS

Taronda Spencer Award recipient to attend SGA Annual Meeting, Fall 2018

Travel Grant recipient to attend Project STAND Symposium, Spring 2019

PROFESSIONAL AFFILIATIONS

Society of Georgia Archivists, Fall 2018-Current

The National Society of Collegiate Scholars, Fall 2016-Current