

Michael Carpenter
8778 Number St., Calgary, Alberta P8P 7P7 Canada
514-787-8788 – michael.carpenter@email.ca

Example of Archivist/Documentalist CV

Michael Carpenter

Archivist/Documentalist
14 years' experience

QUALIFICATIONS

- ✓ Experienced, thorough and reliable archivist
- ✓ Excellent knowledge of integrated document management
- ✓ Proficient in all Microsoft Office suite software, Drawing Manager and Microstation
- ✓ Very good general culture
- ✓ Knowledge of laws governing archive management

PROFESSIONAL EXPERIENCE

2011–2019 Company P P P P P P

Documentation technician

- ✓ Receiving and checking of archives
- ✓ Processing with a view to conservation of archives
- ✓ Description in the PISTARD system
- ✓ Possible restorations
- ✓ Processing preceding microfilm or digitization operations
- ✓ Information search service for researchers
- ✓ Supervision of administrative employees
- ✓ Participation in group work

2009-2011 Company B B B B B

Archivist

- ✓ Sorting, filing, cataloguing
- ✓ Administration and populating of databases
- ✓ Management and conservation of historical and current archives
- ✓ Filing and documenting of inventory
- ✓ Follow-up of central archive files
- ✓ Document photocopies

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2005-2009 _____ Company P P P P P P

Archive department assistant

- ✓ Setting of internal deadlines for files
- ✓ Management of file registration
- ✓ Follow-up and filing of files
- ✓ Filing of documentation
- ✓ Press reviews
- ✓ Reprography

EDUCATION

- ⇨ **2004** Bachelor's in library science, minor in archival studies
- ⇨ **2001** College diploma

AREAS OF INTEREST

- ⇨ History, reading (Canadian novelist specialist), painting
 - ⇨ Outdoor sports
 - ⇨ Volunteering: regular volunteer at cultural festivals
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