

MERLE ANN BRANNER, MS, MLIS

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PROFESSIONAL PROFILE

- Information professional with a diverse background in archives, photography, technology, and education.
- Organized self-starter and creative problem-solver with ability to work in team environments and/or independently.
- Demonstrates a collaborative spirit with researchers, educators and organizations by being customer focused.
- Able to manage multiple projects, people and meet deadlines.
- Experienced in organizing large amounts of materials while trying to preserve or re-establish original order; creator of online finding aids, ready reference materials, policies and procedures, digital libraries, digitized materials, oral history, exhibits, web content to provide greater access and exposure.

ARCHIVAL EXPERIENCE

Part-time Archivist • 10/16/2018 – present

Japanese American Service Committee, Chicago, IL

- Accessioning donations, process, weed and catalog materials to make accessible for researchers.
- Records Management of the organizational records.
- Support research needs of the executive director, staff and international and external clientele.
- Working with specialized applications: Eloquent and Microsoft Office, Pages and Numbers.

Contract Project Archivist • 04/18/2018 – 11/05/2018

Kenamore & Klinkow, LLC: American College of Healthcare Executives

- Develop records groups, series and create order to the historical materials.
- Process, weeded and cataloged materials and put together their Archives.

Contract Project Archivist • 02/22/2018 – 06/22/2018

Kenamore & Klinkow, LLC: Morton Windsor Salt Historic Archives

- Process, weed and catalog materials.
- Digitize material and uploaded to SharePoint.

Archivist Consultant • 2017 – present

Temple Shalom, Chicago, IL

- Developed the plan to create their institutional archive and guiding them through the process.
- Wrote the archival collection development policies, procedures and the records retention policy.

Contract Archivist • 07/2015 – present & Volunteer Archivist • 2003 – 06/2015

Ruthie & Bill Katz Archives at North Shore Congregation Israel, Glencoe, IL

- Established and manage an institutional archive of 99 years of congregational materials.
- Wrote the archival collection development policies and procedures, along with the records retention policy for the institution.
- Recruit and manage volunteers, budget, promote and solicit archival donations.
- Processing the collection by re-establishing order, weeding, re-housing, and creating the taxonomy.
- Utilizing FaceBook as an outreach tool that chronicles the congregation's history.
- Support research needs of the executive director, staff and international and external clientele.
- Provide outreach and awareness of the archive and history of the congregation by creating exhibitions, leading presentations to groups, writing articles for (internal and external) publications.
- Document activities and events through photography and video; handle all digital conversions.
- Created a digital library of Confirmation photographs and programs to provide greater access.
- Working with specialized applications: PhotoShop, Acrobat Pro, InDesign, FileMaker Pro, Microsoft Office, Audacity, Pages, Numbers and Keynote.

Contract Project Archivist in the Legal Department

Rexam Beverage Can Company, Chicago, IL • April 2011 – May 2011

- Appraisal of legal documents: weeded, arranged, and created descriptive inventory records for off-site storage for accessible retrieval.
- Evaluated patents for historical materials that will be retained from outdated patents.
- Scanned documents for electronic records retrieval.
- Worked with Infokeeper, SentryFile, and the Kyocera Scanner

Contract Project Archivist

SDI International Corporation: Motorola, Inc. Legacy Archives, Schaumburg, IL • 2010 – 2011

- Appraisal of acquisitions, especially video and image collections: processed, weeded, arranged, re-housed, described and created accession and location records.
- Developed taxonomy for a special collection.
- Working with Oracle database: MIMSY and Microsoft Office.

Archivist Consultant

Illinois Holocaust Museum & Education Center, Skokie, IL • 2010 – 2011

- Established an institutional archive including writing policies, procedures and taxonomy.
- Appraised 30 years of documentation, processed, weeded, arranged, re-housed, described and created accession and location records.
- Consulted and train staff on managing and growth of an institutional archive.
- Worked with museum digital asset management system: KE-Emu

SPECIAL TRAINING

Barat Education Foundation, 2011

“Teaching with Primary Sources Program: Learning @ the Source Workshop Series,” Lake Forest, IL

George Eastman House International Museum of Photography & Film and Image Permanence Institute, 2008 “Preserving Photographs in a Digital World,” Rochester, NY

Midwest Archivist Conference • 2010 – Present

Workshops: “Fundamentals of Reference,” • “Creating Exhibits with Impact: Design and Curation in the Archives” • “Mysteries of Magnetic Tape Revealed!” • “Introduction to Digital Preservation Concepts”

Society of American Archivists • 2007 – Present

“Project Management for Archivists” • “Digitization Matters: Breaking through the Barriers-Scaling up Digitization of Special Collections” • “Leadership & Management of Archival Programs” “Describing Archives: A Content Standard (DACs)” • Webinar - “Electronic Records Disaster Planning for Archivists” • “Copyright Issues for Digital Archives” • Webinar “Archival Collections Management Systems”

The American Jewish Archives • 2003

“Synagogue Archiving Training,” Cincinnati, OH

PRESENTATIONS

Highland Park Historical Society & Highland Park Public Library • 2014

Cooperstown Symposium on Baseball and American Culture • 2010

Presented paper and multimedia presentation on “The Servant Leadership Dynamic between Branch Rickey and Jackie Roosevelt Robinson: How They Changed Baseball and Our Country.”

Society of American Baseball Research Conference (Education Division Meeting) • 2003

Lead a videoconference with the National Baseball Hall of Fame and Museum that featured their distant learning programs. Created a follow-up podcast on “Video Conferencing for Educators.”

ARCHIVIST INTERSHIPS

Media Burn, Chicago, IL • Spring 2010

- Developed business and marketing plan for a “Participatory Online Secure Educational User Community” in the form of a Wiki for the K-12 and Higher Education market with special emphasis on the use of Web 2.0 principles of collaboration, including social media tools for marketing strategies.
- Professionally digitized and cataloged video then posted online for greater access.
- Utilized specialized applications: iMAP, Digital Rapids Stream, Alfresco and Tyfresco.

Robert M. Myers Archives at Society of the Divine Word, Techny, IL • Fall 2009

- Processed the Fr. Edward J. Norton, SVD Collection by weeding, arranging and describing personal papers, non-print media and correspondence. Created finding aid to increase access to materials.
- Digitized audio recordings to determine enduring value for the collection.
- Utilized specialized applications: Excel, Spin Doctor, Keynote and PhotoShop.

EDUCATION & TECHNOLOGY EXPERIENCE (Complete list on e-portfolio)

Coordinator of Instructional Technology

Woodlands Academy, Lake Forest, IL • 2011– 2013

- Facilitated the integration of technology with faculty, staff and students.
- Classroom teacher- Introduction to Computer Technology, Digital Photography & Graphics.
- Wrote and executed the iPad Rollout Plan and Training for faculty June 2012.
- Wrote the student iPad Rollout Plan for 2013-2014.
- Utilized specialized applications: SchoolSuite (Co-Webmaster), MyBackPack, SeniorSystems, Haiku (LMS), WikiSpaces, Microsoft Office and IOS Apps.

Technology Consulting & Training: Web Design • Photography • Information Management

MAB Technology Specialist and Information Professional, Highland Park, IL • 1998 – present

- Consult, install, and train clients on technology (Windows, Mac and IOS), mobile devices, Microsoft Office Suite, PhotoShop, Pages, Numbers, Keynote and web applications.
- Electronically organize clients’ personal libraries and develop web sites.
- Freelance photographer utilizing PhotoShop and Lightroom.

EDUCATION

Dominican University, River Forest, IL • **Master of Library & Information Science**

Pepperdine University, Culver City, CA • **Master of Science in Educational Computing**

Loyola Marymount University, Los Angeles, CA • **Teacher Certification**

Art Center College of Design, Pasadena, CA • **Bachelor of Fine Arts in Photography**

PROFESSIONAL AFFILIATIONS (Complete on e-portfolio)

Chicago Area Archivists • 2006 – present

- Professional Development Committee • 2011

Chicago Area Religious Archivists • 2007 – present

- Planning Committee • 2018 – 2019

Midwest Archivists Conference (MAC) • 2010 – present

Society of American Archivist • 2007 – present

PROFESSIONAL REFERENCES (Complete list on e-portfolio)

- Eva Chass, V.P. of Communication & Marketing at American College of Healthcare Executive • ache@ache.org
- Rabbi Wendi Geffen, Senior Rabbi at North Shore Congregation Israel • rabbigeffen@nsci.org
- Sue Topp, Manager of the Motorola Inc. Legacy Archives • sue.topp@motorolasolutions.com