

MERLE ANN BRANNER, MS, MLIS

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PROFESSIONAL PROFILE

- Information professional with a diverse background in archives, photography, technology, and education; able to manage multiple projects, people and meet deadlines.
- 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 patron focused.

EXPERIENCE

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

Contract Archivist • 07/2015 – present

Volunteer Archivist • 2003 – 06/2015

- Establishing and managing an institutional archive of 101 years of congregational materials while supporting research needs of the executive director, staff, international and external clientele.
- Writing the archival collection development policies and procedures, along with the records retention policy and created the taxonomy.
- Processing the collection by re-establishing order, weeding and re-housing.
- Provide outreach for the archive, promote the history of the congregation by utilizing FaceBook, creating exhibitions, leading presentations to groups and writing articles for publications.
- Document activities and events through photography, video and streaming; handle all digital conversions.

DePaul University Archives & Special Collections, Chicago, IL

Project Archivist • 09/16/2019 – 06/30/2020

- Surveyed, developed a processing plan, arranged and described the National People's Action Collection and created an EAD finding aid.

Japanese American Service Committee, Chicago, IL

Part-time Archivist • 10/16/2018 – 09/05/2019

- Accessioned donations, processed and cataloged (Eloquent) collection and materials to enhanced access for researchers.
- Administered and updated the records management program for organizational records.
- Supported research needs of the executive director, staff and international and external clientele.

Kenamore & Klinkow, LLC

Contract Project Archivist • 02/22/2018 – 11/05/2018

- Arranged and described the archival records for the American College of Healthcare Executives and the Morton Windsor Salt Historic Archives; digitize selected materials from collections to upload to SharePoint.

Temple Sholom, Chicago, IL

Archivist Consultant • 2017 – 2019

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

Rexam Beverage Can Company, Chicago, IL

Contract Project Archivist in the Legal Department • April 2011 – May 2011

- Appraised legal documents, scan and created a descriptive inventory of off-site records for efficient retrieval and select materials of historical value for retention and transfer to the archives.
- Utilized Infokeeper, SentryFile, and the Kyocera Scanner.

SDI International Corporation: Motorola, Inc. Legacy Archives, Schaumburg, IL

Contract Project Archivist • 2010 – 2011

- Appraised records, video and image collections; processed, weeded, arranged, re-housed, developed a taxonomy, described and created accession and location records in the Oracle database: MIMSY.

Illinois Holocaust Museum & Education Center, Skokie, IL

Archivist Consultant • 2010 – 2011

- Established an institutional archive including writing policies, procedures, and taxonomy.
- Located, appraised, processed institutional records and started to catalog in KE-Emu.
- Trained staff to manage and develop the institutional archives.

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

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

Merle A. Branner Information Professional & Educator, 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, Zoom, TeamViewer, Skype and Google Docs.
- Electronically organize clients' personal libraries and develop web sites.
- Freelance photographer and video Streamer.

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**

SPECIAL TRAINING (Complete list on e-portfolio)

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

Society of American Archivists

Workshops: "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)" • Webinars: "Electronic Records Disaster Planning for Archivists" • "Copyright Issues for Digital Archives" • "Archival Collections Management Systems"

TECHNICAL SKILLS

- **Applications:** PhotoShop, Acrobat Pro, InDesign, FileMaker Pro, Microsoft Office, Audacity, Notability, Kurzweil 3000, Google Docs, Zoom, FaceTime, Skype, iMovie, Photos, Pages, Numbers and Keynote.
- **Digitization:** Video Tape, Audio Tape, Reel-to-Reel, Records, Transparencies, Negatives and Prints.
- **Collection Management Systems:** KE-Emu, Oracle database: MIMSY, SharePoint, Eloquent, and CONTENTdm.
- **Operating Systems:** Mac OS, IOS, and Windows
- **Still Photography:** Digital and Film Based
- **Moving Images:** Videography, Streaming and Editing

PRESENTATIONS (Complete list on e-portfolio)

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. "

PROFESSIONAL AFFILIATIONS (Complete on e-portfolio)

Chicago Area Archivists • 2006 – present

- Professional Development Committee • 2011

Chicago Area Religious Archivists (CARA) • 2007 – present

- Planning Committee • 2018 – 2019

Midwest Archives Conference (MAC) • 2010 – present

Society of American Archivist • 2007 – present

PROFESSIONAL REFERENCES (Complete list on e-portfolio)

- Morgen Macintosh Hodgett, Coordinator of Special Collections & Archives Engagement/Archivist, DePaul University, John T. Richardson Library • mmacinto@depaul.edu
- 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