

LYLE SLOVICK

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SUMMARY OF QUALIFICATIONS

Versatile, highly motivated, organized, results-oriented individual with twenty years of progressive experience developing, managing and administrating multi-faceted projects. Top performer with ability to take initiative and evaluate the needs of an organization, developing strategic plans to maximize operations and effect desired results. Provide leadership in developing and implementing new policies and work flows which effectively serve clientele and realize defined goals. Old-fashioned work ethic and curious, imaginative mind is dedicated to excellence and adding value to any team I serve.

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Information Management

- ◆ Ensured the accuracy of records utilizing exceptional problem-solving skills. Maintained effective bibliographic and intellectual control over 1,000 collections consisting of approximately 4,700 linear feet of materials.
- ◆ Established standards and procedures for accessioning, processing, cataloging, and making ready for researchers materials received from university offices and faculty/alumni donors as part of an established Records Management program.
- ◆ Created over 250 collection-level records in Re:discovery information management database over an 8-month period, and wrote procedures for describing visual works for the new system. Generated 80 EAD finding aids (example at <http://www.gwu.edu/gelman/spec/ead/ms0766.xml>).
- ◆ Cataloged books and manuscripts in Voyager and Re:discovery databases, allowing access via OCLC and the Internet.
- ◆ Selected by the Korean Embassy to assist them in establishing an archival repository.
- ◆ Processed to box and folder level (according to proper archival standards) 19 collections comprising approximately 200 linear feet of materials, and wrote finding aid guides for them.
- ◆ Developed a prioritized plan and work flow for eliminating a substantial backlog, and in two years, accessioned and made ready for researchers 158 small collections.
- ◆ Created a comprehensive 134-page pathfinder to subject headings in the archival collections.
- ◆ Organized and did preliminary cataloging for 1,300 linear feet of materials from the audio archives of the former Mutual Broadcasting Network.
- ◆ Processed and created a container list for over 6,000 photographs, slides, and postcards of historic Washington, D.C. Produced final finding aid.
- ◆ Managed the unpacking and shelving of 18,000 books on Jewish life and culture, directing a crew of four workers.
- ◆ Organized and cataloged 7,000 pamphlets from the Carnegie Endowment for International Peace Collection. Final inventory and finding aid created.

Public Services

- ◆ Consistently called upon to use organizational and analytical skills in facilitating research and making available materials for the public. Included providing research strategies to authors and producers of radio and television programs, such as: PBS *American Experience*; Smithsonian Institution, ESPN, History Channel, NPR Radio, Discovery Channel, ABC News *Nightline*, among others.
- ◆ Researched and answered reference inquires from people in the U.S. and abroad (including telephone and e-mail requests), dealing with the history of Washington, D.C. and the George Washington University. Applied same exhaustive approach with various offices and schools on campus writing agency histories.
- ◆ Supplied GW alumni publication with articles for section on GW history 100, 50, and 25 years ago.
- ◆ Skilled in researching and installing educational exhibits. Included among more than a dozen worked on were: "The President's Physician: The Life and Legacy of Janet G. Travell," "City Invincible: Walt Whitman's Washington, 1863-1873," and "Washington, D.C., Then and Now: The Photographic Legacy of Charles Suddarth Kelly."
- ◆ Created displays and gave visitors tours of University Archives during Parent and Alumni Weekend.
- ◆ Analyzed researcher demand for subject information, and produced fourteen bibliographies/pathfinders for areas of the collections.

- ♦ Hired and trained employees to assist with organizing materials and provide public services to researchers.

Writing/Research

- ♦ Co-editor, "GW Historical Almanac" and "GW Historical Encyclopedia" (university on-line publications), 1999-2007. Contributed over 330 articles (http://encyclopedia.gwu.edu/gwencyclopedia/index.php/Main_Page).
- ♦ Article, "The Words and Artistry of George Yost Coffin," for *GW Magazine*, Fall 2006.
- ♦ Article, "George Y. Coffin: A Schoolboy's Life in 19th Century Washington," for *Washington History* magazine, Fall/Winter 2006-07.
- ♦ Created PowerPoint presentation to introduce students to research using primary documents.
- ♦ Wrote a 204-page draft of an operations manual for the Special Collections Department of GW.
- ♦ Intern and researcher for the Smithsonian Institution, 1992.
- ♦ Intern for U.S. Senator Mark Hatfield, 1991.
- ♦ Researcher for an NEH grant supported book *Harts Lake School: Symbol of Pioneer Education*, 1984.

OTHER ACCOMPLISHMENTS AND QUALIFICATIONS

- ♦ Workshop, "Preserving Digital Material," OCLC CAPCON Service Center, 2004.
- ♦ Workshop, "Disaster Planning," OCLC CAPCON Service Center, 2004.
- ♦ Directed the internship of a Museum Studies student in the GW University Archives, 2003.
- ♦ Workshop, "Oral History: From Planning to Preservation," Society of American Archivists conference, 2001.
- ♦ USGTF golf instructor (www.goodgolfforall.com), 2005-Present.
- ♦ Contributor to e-book *Beginner's Guide to Golf* (www.beginnersguidetogolf.com), 2005.
- ♦ Certificate, Maltby Clubmaking Academy, "Fitting, Assembly, and Repair." Golf Works, Newark, Ohio, 2007.
- ♦ Member, Golf Collectors Society, 2007.
- ♦ Microsoft Word, Excel, Access, Front Page; Text Pad; Adobe Photoshop; PixEdit literate. Experience with HTML, XML and EAD.
- ♦ Spanish, intermediate level. Level 4 classes, ABLE Spanish School, Córdoba, Argentina, May-June 2006.
- ♦ Researcher and producer, documentary video "Mill Girls," GW Center for History in the Media, 1991.
- ♦ Producer, education slide programs for Northwest Trek Wildlife Park and Oregon Historical Society, 1982.
- ♦ Student Archivist, Pacific Lutheran University, 1981-82.
- ♦ Construction laborer, Lake Oswego, Oregon, summers 1978 and 1979.
- ♦ Gardener for 5-acre estate, Aloha Oregon, summers 1976 and 1977.

EDUCATION

- 1999: *Certification, Academy of Certified Archivists.* Member, 1999-Present
- 1991-93: *M.A., George Washington University.* Major fields: African-American and Women's History
- 1978-82: *B.A., cum laude, Pacific Lutheran University, Tacoma, Washington.* Double major: History and Political Science

EMPLOYMENT HISTORY

- November 2007-April 2008: Bookseller, Barnes and Noble Bookstore. Customer service involved ringing up sales, ordering books, helping customers locate books in the store. Other duties involved shelving new books and tracking inventory.
- 1994-2007: Gelman Library, Special Collections Department, George Washington University, *Assistant University Archivist.* (October 1999-July 2007). Supervision of 2-4 staff. *Library Specialist,* Special Collections Department. (March 1994-October 1999). Supervision of 2-4 staff.
- 1991-2000: Washington International AYH Hostel - *Desk Clerk,* greeted, checked-in and assisted 40,000 visitors from 50 nations.

- 1992 and 1993: Smithsonian Institution - *Program Coordinator and Intern*, Program in African-American Culture, Women's History Month.
- 1989-1990: Southland Corporation - *New Employee Trainer*, 7-11 convenience store clerks.

REFERENCES

Cindy Chopp
Assistant Manager
Barnes and Noble Bookstore
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(503) 598-9455

La Nina M. Clayton
Head, Public Services for Special Collections
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Additional references and writing samples available on request