

TRISTAN NAVARRO

Urbana, IL

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EDUCATION

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Master of Science, Library and Information Sciences (May 2022, expected)

Master of Arts, History (May 2022, expected)

STANFORD UNIVERSITY

Bachelor of Arts, Religious Studies (June 2018)

EXPERIENCE

RARE BOOK AND MANUSCRIPT LIBRARY

Public Services Graduate Assistant

Urbana, IL: August 2020 – Present

- Oversee reading room, including reader registration in Aeon and security procedures.
- Direct barcoding project of over 80,000 items; manage project using the Ex Libris Alma ILS.
- Supervise team of 6 student workers for public services and barcoding project.
- Answer reference queries in person, phone, and email.
- Assist in event preparation and management.
- Perform original and copy cataloging of books and manuscripts using RDA, DCRM suite, MARC, LCSH, and other standards as needed.

INTERNATIONAL PRINTING MUSEUM

Volunteer Docent

Carson, CA: Oct 2018 – August 2020

- Gave hour-long tours to the general public, describing printing history from its origins in China, to Gutenberg's press, to the end of the letterpress printing era in the 1970s.
- Taught hands-on demonstrations to small groups including Boy Scouts and Girl Scouts about specific topics in printing, papermaking, and bookbinding.
- Assisted in event logistics, setup and teardown.
- Performed in-house letterpress print jobs at museum.

TUTOR ZONE

Tutor

La Habra, CA: Jan 2020 – August 2020

- Assisted middle and high-school students through individual instruction in math, reading, and composition.
- Taught problem-solving, writing, and related skills to supplement classroom learning.
- Created lesson plans and worksheets for use by TutorZone tutors and staff.

STAPLES

Print & Marketing Associate

Brea, CA: Nov 2018 – June 2019

- Built relationships with customers to provide best service and value for their needs.
- Increased Dollars Per Transaction by converting jobs to color, premium papers, and offering additional services.
- Managed production queue, completing large, rush, and all other jobs correctly and on time.

STANFORD UNIVERSITY

Front Desk Receptionist, Department of Religious Studies

Jan 2018 – May 2018

- Met all faculty and visitor needs promptly, communicating in person, phone, and email.
- Performed hundreds of scan and print jobs for faculty.
- Set up and tore down for department events.

Research Assistant

Feb 2016 – Jun 2016; Jun 2017 – Sep 2017

- Summarized primary and secondary source research materials; tagged by keyword.
- Saved hundreds of hours of work by automating keyword analysis in R programming language.
- Transcribed handwritten documents from images into Google Docs.

Archives Acquisitions Processing Assistant, Archive of Recorded Sound

Oct 2014 – Jun 2015

- Processed and shelved newly acquired collection of piano rolls.
- Conducted research to determine bibliographic information not listed on rolls.
- Performed cleaning and maintenance tasks.

SKILLS

Languages: Reading knowledge of German and Latin; elementary Koine Greek.

Library Software: Aeon; Ex Libris Alma, OCLC Connexion.

Library and Cataloging Standards: MARC, RDA, DCRM.

Office Software: Microsoft Office Suite (Word, Excel, PowerPoint)

Graphic Design Software: Adobe Suite (InDesign, Photoshop, Illustrator)

Programming Languages: Python; R; Alma Drools Rules; HTML; CSS.

RELEVANT COURSEWORK

Reference and Information Services

Collection Development

Rare Books & Special Collections Librarianship

History of the Book

Cataloging & Bibliographic Metadata

Exhibit Design

REFERENCES

References upon request.