

Svea Williams
Philadelphia, Pennsylvania

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swilliams.info

Education

- **The University of Southern Mississippi** - Master of Library and Information Science, Archives and Special Collections Certificate anticipated graduation Spring 2026
- **Arcadia University**, Class of 2023 - Bachelor of Fine Arts in Graphic Design and Printmaking, Minor in Scientific Illustration
 - graduated magna cum laude with departmental honors

Work Experience

- **Assistant Registrar** - George Blood LP
 - February 2026 - present
 - help manage the day-to-day operations of the Registrar's department
 - correspond with clients and Project Managers
- **Imaging and Media Preparation Specialist** - George Blood LP
 - February 2024 - present
 - photograph items for client records maintaining a rate of one hundred photographs per hour, assist in item-level check-ins of materials as they arrive on site
- **Retail Sales Print Associate** - Staples 0032
 - August 2023 - February 2024
 - assess the needs of customers and create the best print solution possible, work under pressure and multitask, complete 24-hour turnaround times
- **Archival Apprentice** - Arcadia University Archives
 - December 2022 - May 2023
 - assist the Project Archivist in processing the University's Pati Hill Collection, gain experience processing documents and artwork, developing finding aids, and adhering to archival standards
- **Gallery Representative** - Arcadia Exhibitions
 - December 2019 - August 2023
 - assist in the preparation and repair of gallery space, design promotional and functional signage for exhibitions, digitize University photo collections for use in exhibitions, handle and install artwork

Computer Skills

- Operating Systems: iOS, MacOS, Windows, Android
- Adobe Creative Suite: Photoshop, Illustrator, Acrobat, InDesign, Lightroom
- Additional Applications and Tools: Google Suite, Microsoft Office, WordPress

References available upon request