

René Craig

Aurora, Illinois 60506

Professional Experience

PROGRAM COORDINATOR (2010-15), RECORDS OFFICER (2013-15) **2008-2015**

SOCIETY OF AMERICAN ARCHIVISTS, Chicago, Illinois

- Oriented new leaders and provided support for appointments process, event scheduling and logistics, policy-level organizational participation.
- Developed and implemented organizational records retention schedule with elected and appointed leaders and staff.
- Managed development and execution of 70 peer-reviewed education sessions for annual meeting.
- Wrote, solicited, edited, and delivered marketing content for annual meeting, for communications with 300+ event speakers, for website and e-newsletter, and for online and in-person board meetings.
- Supported local arrangements committee work soliciting and publicizing content for blog and newsletter, gathering and selecting archival images to market the annual meeting, and organizing repository tours.
- Coordinated publication schedule of annual meeting content for electronic and print formats.
- **PROJECT ASSISTANT (2008-10)**
 - Drafted reports; managed logistics; documented board meetings; led conference calls as needed.
 - Helped member affiliation groups rejuvenate participation and promote ongoing projects.
 - Developed speaker management; maintained group rosters, web permissions, and electronic discussion lists; documented calendar of annual meeting deadlines and communications.

SERVICE REPRESENTATIVE / BIRTH
Chicago, Illinois

2007

INTERNING ARCHIVIST / NORTHWESTERN MEMORIAL HOSPITAL ARCHIVES
Chicago, Illinois

2006-2007

Professional Activity

E-NEWSLETTER EDITOR / ACTIVE TRANSPORTATION ALLIANCE

2004-2013

Compiled, condensed, and edited online monthly e-newsletter. Wrote and compiled style guide for eventual publication on organization's website. Recipient of "Under the Radar" Award in 2007 and 2012.

RESOURCE CENTER LIBRARIAN / OLD TOWN SCHOOL OF FOLK MUSIC

2005-2009

Maintained databases and assisted patrons in locating reference items, class compilations, other musical material. Managed distribution of class material to students of music school. Manipulated live recordings in library database via PEAK software to preserve and archive concerts.

Technical Expertise

APPLICATIONS/DATABASES: Dreamweaver, Drupal (CMS), MemberMax (AMS), Google Docs, Basecamp, SurveyMonkey, Adobe Pro, Microsoft Office Suite

SKILLS: Chicago Manual of Style, HTML

Education

M.S. GRADUATE SCHOOL OF LIBRARY & INFORMATION SCIENCE, UNIVERSITY OF ILLINOIS, URBANA-CHAMPAIGN,
LEEP distance program, Certificate in Special Collections, Midwest Book & Manuscript Studies

B.A. ENGLISH, RHETORIC, UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN