

Rosalie Burnett

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SUMMARY

Audiovisual archives technician with five years of progressive experience preserving, digitizing, describing, and delivering oral history, audio, video, and film collections in research library and cultural heritage settings. Coordinates accession work, donor and **interviewer communication**, interview editing, transcript creation, video captioning, **post production**, finding aids, inventories, metadata cleanup, and researcher access. Uses FFmpeg, Collective Access, OpenRefine, Airtable, Google Drive, Microsoft Office, and documented archival workflows to maintain physical, digital, and **intellectual control**. Balances preservation standards, delivery specifications, **backlog reduction**, production queues, and competing deadlines with sound judgment. Communicates clearly with researchers, colleagues, donors, and interviewers while supervising student media processing. Brings dependable recordkeeping and practical file troubleshooting that support accurate description, reliable preservation, and meaningful public access.

EXPERIENCE

Audiovisual Archives Technician

May 2024 - Present

Coastal Heritage Archive

Savannah, GA

Coordinates preservation, access, description, digitization, and post production for oral histories and audiovisual collections. Leads production tracking, file delivery, metadata quality, student supervision, and researcher support across active queues.

- Coordinated **oral history** preservation queues, tracking carriers, derivatives, descriptions, and processing actions.
- Digitized **archival audio** and video with FFmpeg, producing derivatives that met documented delivery specifications.
- Edited interviews, coordinated transcripts and captions, then verified synchronization before **public access**.
- Built **finding aids** in **Collective Access** and cleaned structured metadata through OpenRefine workflows.
- Fulfilled researcher requests through Google Drive and managed delivery media, resolving file issues.
- Supervised a student worker, reviewing filenames, metadata, derivatives, and **workflow documentation** for consistency.

Digital Collections Assistant

June 2022 - April 2024

Piedmont Public History Center

Augusta, GA

Processed oral history and community media collections from accession review through description and access delivery. Supported digitization production, transcript coordination, Airtable tracking, researcher communication, and repeatable workflow documentation.

- Processed oral history collections from **accession** review through descriptive preparation and access planning.
- Prepared FFmpeg audio and video files, checking playback, naming, duration, and target formats.
- Created **inventories** and descriptive records while tracking digitization status in Airtable.
- Coordinated transcript corrections and caption preparation, preserving interview context through review.
- Located requested media, prepared approved **access** copies, and communicated delivery details to **researchers**.
- Updated workflow documentation for **digitization**, **description**, quality review, and file delivery.

Archives Processing Assistant

October 2021 - May 2022

Riverbend Historical Society

Columbus, GA

Supported supervised **archival processing** for recorded interviews and audiovisual carriers. Organized collection materials, created preliminary descriptions, prepared controlled file deliveries, and maintained status records during concurrent assignments.

- Organized recorded interviews and audiovisual carriers, matching files with collection documentation.
- Created preliminary inventories and descriptive notes using **Microsoft Office** and **Airtable**.
- Compared **oral history** recordings with transcripts, identifying completeness and naming issues.
- Prepared digital files for supervised **Google Drive** delivery using established naming conventions.
- Built archival **digitization** knowledge through supervised production work and internal training.
- Managed concurrent processing assignments with detailed status records that preserved collection context.

PROJECTS

Oral History Access Reformatting 📅 2024

A recurring file issue once delayed a researcher request, prompting a focused reformatting workflow. FFmpeg derivatives, caption checks, naming review, and delivery records created a clearer path from preservation file to public access copy.

Community Media Description Cleanup 📅 2023

Messy descriptive records made collection discovery harder than it needed to be. OpenRefine, Airtable, and inventory review brought consistent names, statuses, and context into a practical processing sequence.

LEADERSHIP & AWARDS

- Digital Archives Specialist Continuing Education Certificate, 2025

- Recognition for dependable oral history processing and researcher service, Coastal Heritage Archive
- Leadership in student worker guidance and audiovisual workflow documentation

EDUCATION

Bachelor's Degree in History

2021

Georgia Southern University GPA: 3.5

Statesboro, GA

Coursework: Oral History, Public History, Archival Methods, Research Methods

CERTIFICATIONS

- Digital Archives Specialist Continuing Education Certificate 📅 2025
- Audiovisual Digitization and Preservation Professional Development 📅 2025

TECHNICAL SKILLS

- **Audiovisual Formats:** Audio, Video, Film
- **Digitization Standards:** Archival Standards, Best Practices, Preservation Workflows
- **Media Processing:** FFmpeg, Re encoding, Delivery Formats
- **Collection Systems:** Collective Access, Airtable, Google Drive
- **Metadata Tools:** OpenRefine, Finding Aids, Inventories
- **Office Applications:** Microsoft Office, Word, Excel
- **Oral History Workflows:** Interview Editing, Transcription, Captioning
- **Digital Preservation:** Preservation Files, Access Copies, File Specifications
- **Access Delivery:** Streaming Content, Cloud Storage, Physical Drives
- **Records Management:** Accession Review, Status Tracking, Workflow Documentation

SKILLS

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|------------------------|---------------------|--------------------|-----------------------|
| • Oral History | • Collective Access | • Microsoft Office | • Metadata |
| • Digitization | • OpenRefine | • Captioning | • Researcher Services |
| • Digital Preservation | • Airtable | • Transcription | • Recordkeeping |
| • FFmpeg | • Google Drive | • Finding Aids | |

PROFESSIONAL AFFILIATIONS

- Professional participant in audiovisual archives and oral history preservation communities
- Contributor to research library workflows supporting descriptive access and digital preservation

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST