**Example of Archivist/Documentalist CV**

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| **Michael Carpenter** |
| **Archivist/Documentalist** **14 years' experience** |
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**QUALIFICATIONS**

* Experienced, thorough and reliable archivist
* Excellent knowledge of integrated document management
* Proficient in all Microsoft Office suite software, Drawing Manager and Microstation
* Very good general culture
* Knowledge of laws governing archive management

**PROFESSIONAL EXPERIENCE**

2011–2019 Company PPPPPP

**Documentation technician**

* Receiving and checking of archives
* Processing with a view to conservation of archives
* Description in the PISTARD system
* Possible restorations
* Processing preceding microfilm or digitization operations
* Information search service for researchers
* Supervision of administrative employees
* Participation in group work

2009-2011 Company BBBBB

**Archivist**

* Sorting, filing, cataloguing
* Administration and populating of databases
* Management and conservation of historical and current archives
* Filing and documenting of inventory
* Follow-up of central archive files
* Document photocopies

2005-2009 Company PPPPPP

**Archive department assistant**

* Setting of internal deadlines for files
* Management of file registration
* Follow-up and filing of files
* Filing of documentation
* Press reviews
* Reprography

**EDUCATION**

* **2004** Bachelor's in library science, minor in archival studies
* **2001** College diploma

**AREAS OF INTEREST**

* History, reading (Canadian novelist specialist), painting
* Outdoor sports
* Volunteering: regular volunteer at cultural festivals