

Sarah F. Lewis

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Summary of Qualifications

Passion for archival work and archival outreach. Experience preserving and promoting archival collections. Organized, detail-oriented, and quick to research and find solutions to organizational challenges. Leadership experience, strong communication skills, and experience working with and teaching diverse populations.

Education

Candidate for Master of Library and Information Science, Archival Pathway, 2024

San Jose State University, San Jose, CA GPA: 4.0

Relevant Coursework: Archives and Manuscripts, Preservation Management, Cataloging, Creating Exhibits from Archival Collections. Currently enrolled: Metadata, Managing Photo Collections.

B.A., History, Brigham Young University, Provo, UT, Cum Laude, GPA 3.88

Experience

Lemon Grove Historical Society Board Member - January 2020 - Present

- Spear-heading California Revealed grant project to describe and digitize large newspaper collection.
- Implemented technologies: Google Suite for nonprofits, VOIP Phone, Mail Chimp, Square Online, Quickbooks.
- Processing archive collections, including implementing a numbering system and indexing accession records.
- Organized membership records, updated membership levels, and managed membership outreach.
- Instituted basic digital preservation program.
- Supervise and coordinate community research requests.
- Initiated archival outreach, including two archival-based community lectures and several archival exhibits.

Helix Park Foundation - Annual Charity Auction - 2015-2020

- Collaborated on item management, learning several fundraising software suites.

Albert Einstein Academies - Annual Charity Auction - 2007-2016

- Planned and promoted large annual charity gala supporting educational programs.
- Item management: organized and cataloged hundreds of donations with Greater Giving Software.

Church of Jesus Christ of Latter-day Saints - 2005-Present

- Active in leadership positions of both youth groups and women's ministry.
- Implementing leadership training, experience teaching and speaking in small and large groups.
- Event planning: organizing, promoting, and implementing large events for youth and adults.
- Assessed needs and coordinated assistance to families with financial and other needs.

Professional Associations: Society of American Archivists

Society of California Archivists: Poster Presenter at the 2023 annual general meeting.