

Anne Catherine Loos

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EDUCATION

University of Texas at Austin
Master of Science, Information Studies
Focus: Audiovisual archiving

Graduation: May 2020
GPA: 3.8

Loyola University New Orleans
Bachelor of Science, Music Industry Studies
Minors: Film Studies, Business Administration

Graduation: May 2013
Magna Cum Laude
GPA: 3.8

RELEVANT PROFESSIONAL EXPERIENCE

Dolph Briscoe Center for American History, University of Texas at Austin
Audiovisual Archives Intern (Part-Time)

Austin, TX
Fall 2019-present

- Digitize open reels, video, and audio cassettes from *White South Project archives* and *Molly Ivins papers*
- Assign unique identifiers and create metadata records for digitized items
- Label, rehouse, and prepare audio materials for long-term storage

Texas State Library & Archives Commission
Film Digitization Volunteer

Austin, TX
Spring 2019-2020

- Inspect and digitize 16mm film from Texas Department of Transportation, Governor Price Daniels, and Governor Allan Shivers collections
- Clean and splice film as necessary
- Motion stabilization, color correction, and audio synchronization in Final Cut Pro

Lucasfilm Ltd. (Walt Disney Studios)
Graduate Intern, Post-Production Film Archive (Full-Time)

Bay Area, CA
Summer 2019

- Assisted Lead Film Archivist with a collection move of audiovisual materials
- Inventoried and catalogued items, and updated records in Filemaker Pro database
- Checked in/out and delivered ~400 betacams a week to Video Production Department

University of Texas Libraries, Captioning & Transcription Services
Graduate Research Assistant (Part-Time)

Austin, TX
Fall 2018-Spring 2019

- Transcribed and synchronized captions for digital recordings of classes and seminars
- Supervised undergraduate workers and performed quality control on their work

Hunter-McMain, Inc. Graphic Design & Advertising Agency
Project Coordinator (Full-Time)

Houston, TX
Jan. 2017-Aug. 2018

- Acted as primary point of support for clients, designers, publications, and vendors
- Managed and organized physical and digital records and artwork per company protocol
- Created and oversaw project timelines and workflows with project management software

PROJECTS

CAPSTONE: Digitization of Audiovisual Materials in *Abbie Hoffman Papers*
Dolph Briscoe Center for American History, University of Texas at Austin

Austin, TX
Spring 2020

- Independently appraised a collection of 500+ audiovisual materials
- Determined selection criteria and created a digitization priority plan

Brenda Burt Papers (1977-2018),
Black Diaspora Archive, Benson Latin American Collection, University of Texas at Austin

Austin, TX
Fall 2019

- Arranged, processed, and created the finding aid for the *Brenda Burt Papers*

SKILLS: SOFTWARE, SYSTEMS & PLATFORMS

- FileMaker Pro
- Digital Asset Management Systems
- MySQL
- Command Line
- Final Cut Pro
- Adobe Creative Cloud
- Microsoft Office Suite
- Google Suite