

Hilary Henkin

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North Hollywood, California

Records Management and Archives

Key Strengths

- Strong organizational skills for data, office functions, planning, logistics.
- Highly focused and motivated to excellence.
- Able to multitask well in demanding situations.
- Effective communicator in personal and digital environments.
- Deadline-driven with the ability to adapt to ever-changing work flow.
- Creatively adapt to changing circumstances with rapid effective solutions.
- Strong ability to think “outside the box” when appropriate.
- Semi-fluent in Spanish.

Experience

Records Management / Archives

- MLIS (Master’s Degree in Library and Information Science)
- Organized and reviewed archival records collections; clarified structure for accessibility. Used Archivists’ Toolkit software to create Finding Aids following depository standards, including historical background, collection details, and related information.
- Researched non-current and unregistered records for archival review. Added and updated metadata, or marked for destruction as appropriate.
- Researched and organized legal citations to provide foundation and background for records retention schedules.
- Processed photographic collection for digitization. Researched historical background to assist in cataloging.
- Worked with multiple task-specific databases to track business periodical subscription allocations, offsite storage and access
- Maintained multiple Sharepoint libraries for client contracts
- Organized 9,000 sq. ft warehouse of film props and set dressing by type, period, use, access.

Project Management

- Researched feasibility of outsourcing a particular departmental task, including contacting and interviewing vendors; creating spreadsheets comparing costs, features, benefits, and potential issues; presented results/recommendations to management.
- Managed project to research inactive records lacking metadata. Researched inventory in records management software; added metadata as needed to enable access and appropriate retention or destruction, or transfer to archival storage. Created research tool to aid in determining appropriate record series/department/division.

- As part of a project to update Retention Schedule into current regulatory guidelines, researched and organized legal citations and regulations related to compliance and records retention schedules.
- Founded and managed movie props rental company, facilitating growth from 1,500 sq ft to 9,000 sq ft. warehouse, ultimately including over 15,000 items. Successfully located and arranged for specific objects and decór for clients, and coordinated delivery and use. Designed check-out / check-in procedures for simplicity of use and accurate tracking of rental charges, and returned or lost items.
- Coordinated ongoing activities of union office for four years, including managing member mailings and quarterly invoices, bi-monthly newsletter, bi-annual membership roster, and monthly on-site board meetings. Managed national union contracts on local level, assuring that both employers and employees abided by contractual guidelines.
- Supervised teams of up to 15, to meet deadlines under high-pressure situations.

Research

- Researched and organized legal citations and regulations related to records retention schedules.
- Proficient in advanced historical, informational, and sourcing research skills, including internet, library, other resources. Located specific materials and objects to meet client and/or project requirements. Confirmed historical details for accuracy of final project.
- For photo digitization project, researched historical background of individual photos and events to assist in cataloging.

Technology

- Highly computer literate and able to master new technologies quickly.
- Proficient in Microsoft Word, Excel, PowerPoint, Photoshop, PagePlus (similar to Publisher), and other software programs. Familiar with Archivists' Toolkit, SharePoint, Versatile (records mgmt.), Basware (invoice processing), Dreamweaver, Factiva, Dialog, Lexis-Nexis.
- Designed contracts, signage, promotional brochures, print advertising, marketing and office forms.
- Designed and created 5 websites: 2 business, 1 non-profit organization, 2 personal/portfolio.
- Created, designed, and published newsletters for local entertainment-industry union, props rental company, employee association, and others.

Work History

Oaktree Capital Management, LP: Records Analyst	2015 - 2017
City of Los Angeles, Records Management Center: intern, then hired as staff	2012 - present
UCLA University Archives: Archivist for Anderson School of Management	2012 - present
The Getty Center: Intern	2013 - 2014
San Jose State Univ., School of Library & Information Science: Graduate Assistant	2011
Los Angeles Public Library: Intern, Herald-Examiner Photo Collection	2011
1on1 Academic Tutors: Individual tutor	2010-2011
U.S. Census Bureau: (Multiple positions)	2010
Awesome Entertainment: Producer's Assistant	2009
The Propper Source (movie props rental & sales): Founder/owner	1989-2007

Education and Professional Development

Master's Degree in Library and Information Science with a specialty in Archival Studies; San Jose State University

Continuing professional and technology computer classes ; Los Angeles Valley College. Excel, C++, Photoshop, Dreamweaver

Bachelor of Arts Degree in Theatre with specialty in Technical Theatre; California State University at Northridge

Associations

ARMA International (records management)

aiim (records management)

Presentations and Publications

“Canada Unspooled – Genealogical Research in Canada.” Lecture presented at annual conference of the International Association of Jewish Genealogical Societies in July 2006. Slideshow at <http://www.slideshare.net/GenLady23/canada-unspooled-genealogy-research-howto-presentation>

“How to Use D2L.” Student webinar demonstrating how to maximize use of “Desire 2 Learn,” SJSU/SLIS learning management system. Presented live four times, and recorded for ongoing use. Summer 2011. Link available at <http://hilaryhenkin.com/archives.htm>

“How to Improve D2L pages with CSS and Styles.” Webinar presented to SLIS faculty July 23, 2011. Link available at <http://hilaryhenkin.com/archives.htm>

“Beginning Genealogy.” Multiple teaching lectures presented to associations and community groups. Included PowerPoint slides and/or live internet demonstrations, with accompanying handouts/syllabi.

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