

# ASHTON WINGATE

DIGITAL ARCHIVIST

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## PERSONAL INFORMATION

PHONE	(919) 601 3663	FACEBOOK	<a href="#">/ashton.wingate</a>
PORTFOLIO	<a href="http://cua.academia.edu/ashtonwingate">cua.academia.edu/ashtonwingate</a>	TWITTER	<a href="#">@ashtoninstereo</a>
EMAIL	ajwingate@gmail.com	LINKEDIN	<a href="#">/ashtonwingate</a>
HOME	1068 Fulton St #4C Brooklyn, NY 11238		

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## DIGITAL ARCHIVIST | JAN 2019 – PRESENT

NAACP Legal and Educational Defense Fund, Inc., New York City, N.Y.

- Creates policies and procedures for digitization of archival records as well as workflows related to the transfer of active records to the archives.
- Project manager for digitization initiatives and grant projects. Acts as POC for digitization vendors.
- Maintains digital collections, adds new collections to digital repositories and generates metadata.
- Assists staff with legal research and maintains collection of research tools.
- Plans and executes digital and physical exhibitions and displays of archival material.
- Conducts trainings and orientations for staff, familiarizing them with research tools and use of archival collections.

## OUTREACH SPECIALIST | SEP 2015 - DEC 2018

DC Public Library, Washington, D.C.

## PROFESSIONAL EXPERIENCE

- Develops and implements outreach initiatives to promote the library's citywide early literacy awareness campaign.
- Has forged successful, ongoing partnerships with sports teams, nonprofits, barbershops, city government agencies, grocery chains and other community stakeholders to support the library's efforts to educate families about the importance of early literacy.
- Integral to the operation and management of "Books from Birth" initiative which has delivered over 500,000 free books to over 32,000 families in Washington, D.C. with children under the age of five.
- Manages the organization, execution and evaluation of the library's annual family festival/resource fair. Has increased attendance from 800 to 1200 attendees annually. Also managed the DC Public Library in-service staff training day as committee co-chair (600 attendees).
- Works with Assistant Director of Communications to schedule ad buys from radio, TV, print, and other media vendors. Also manages graphic design process in creation of ads and early literacy related collateral.
- Works with external vendors and programs department to meet registration benchmarks for the library's summer and winter reading programs.
- Acts regularly as a public facing spokesperson for the DC Public Library on radio and TV.

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## COMMUNICATIONS AND MARKETING ASSOCIATE | JAN 2014 – SEP 2015

Independent Sector, Washington, D.C.

- Hired as a Marketing Assistant, promoted to Associate in January 2015.
- Managed daily and monthly communications to a national membership organization of over 450 nonprofits, charities and associations.
- Led social media strategy. Contributed to the organization and execution of website re-design, annual national conferences and executive leadership programming.

## LIBRARY ASSOCIATE (P/T) | APR 2014 – SEP 2015

DC Public Library, Washington, D.C.

- Taught workshops and created book displays.
  - Represented the library at outreach events.
  - Worked at the reference desk and preformed readers advisory.
  - Assisted with shelving, weeding and maintenance of the library's collections.
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## EDUCATION & EXPERTISE

### BACHELOR OF ARTS IN COMMUNICATIONS | 2007

North Carolina State University | College of Humanities and Social Sciences

Concentration: Communications Media

### MASTER OF SCIENCES IN LIBRARY AND INFORMATION SCIENCE | 2018

Catholic University of America | School of Library and Information Science

Concentration: Digital Libraries

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## TECHNICAL SKILLS

- **Content Management Systems:** Drupal, Wordpress
  - **Collection Management Software:** Omeka, CONTENTdm, ArchivesSpace, Preservica
  - **OPAC:** SirsiDynix
  - **Email Marketing:** Mailchimp
  - **Graphic Design:** Adobe Photoshop
  - **Coding:** HTML, XML, Dublin Core
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## AWARDS AND AFFILIATIONS

- Awarded a scholarship from the Iota Chapter of the Beta Phi Mu Honor Society.
- Member of the American Library Association.
- Board member of the National Home Library Foundation
- Board treasurer for the Archivists Round Table of Metropolitan New York