

Sara Pedrosa

(512) 766-7978 | sara.pedrosa@gmail.com | sarapedrosa.com

Experience	Girlstart , Archivist	Oct. 2016 - present		
	<ul style="list-style-type: none">Process physical archives of nonprofit organization			
	Representative , East Cesar Chavez Neighborhood Association	Mar. 2014 - present		
	<ul style="list-style-type: none">Advocate for residents of East Cesar Chavez and uphold neighborhood planRun digital operations for organization, from communications to archiving duties			
	East Austin Digital Archive , Project Archivist	Jan. 2017-May 2017		
	<ul style="list-style-type: none">Conducted inventory and processed physical and digital assets for multidisciplinary digital humanities project			
Education	Manager , Wink Restaurant & Wine Bar	Dec.2003 - Nov. 2012		
	<ul style="list-style-type: none">Supervised staff and managed guest experience at premier farm-to-table restaurantStrategized, launched, and maintained social media marketing campaigns across digital ecosystemPlanned events, handled office administration, payroll, and vendor relations			
	Concierge , Heywood Hotel	Feb. 2012 - Sept. 2012		
	<ul style="list-style-type: none">Supervised hotel staff at acclaimed, independently owned boutique hotel on Austin's East SideCurated unique experiences for guests visiting from across the globeOrganized room bookings throughout the year including Formula One and other special events			
	Page , Austin Public Library	Oct. 2011 - Oct. 2012		
	<ul style="list-style-type: none">Organized extensive multimedia collections for Faulk Branch of Austin's Public Library SystemAssisted library patrons in using digital resources, learning about library services and finding titles			
Projects	BA, Latin American Studies, University of Texas at Austin, 2008			
	MS, Information Studies, University of Texas at Austin, 2017			
Skills	Website Redesign: Conducted an information architecture audit and compiled a report on better IA practices for the website Loveisrespect.org. Produced a redesign of the website's homepage.			
	Digitization: digitizing collections housed at The Briscoe Center for American History, including documents and audio recordings from The John Avery Lomax Collection and documents and videos from the Bernard Rapoport Collection.			
Skills	Fluent in Portuguese	User research	Database design	Scalar
	Proficient in Spanish	Taxonomy creation	Grant writing	Omeka
	Content strategy	Project management	Multimedia digitization	Microsoft Office
	Information architecture	Competitive analysis	Archival processing	Adobe Creative Suite
	Metadata creation	Digital asset management	Policy analysis	Axure