

ALEXIS CRUZ

Draws inspiration from the past to help produce the future.

EXPERIENCE

Data Coordinator

Community Action and Partnership of Lancaster and Saunders Counties | Lincoln, NE | February 2022 – Present | 40 hours/week

Responsible for ensuring that data entry from the CAPLSC offices and programs is of high integrity and completed in a timely manner, including training new staff on data entry;

Agency Administrator for Clarity Human Services;

Document, design, and implement data quality control processes;

Organize, summarize, and communicate data results from queries and ad hoc data reports for departments and programs as needed;

Work collaboratively with Chief Executive Officer and other program managers in analyzing data for various reports;

As part of the CAPLS team, work with the data staff of Community Action of Nebraska and the continuum's System Administrator;

Aid in grant writing processes as needed;

Answer phone lines as needed and respond to emails;

Invested in the CAPLSC mission and the work of institutional advancement.

Archivist/Grant Writer

National Museum of Roller Skating | Lincoln, NE | February 2022 – May 2022 | 5 hours/week

Write and edit grant applications to a variety of funding opportunities;

Collaborate with Archivist/Docent to run the museum and archive;

Collection management and assessment including inventorying, processing, and describing accessioned archival and museum collections;

Museum supervision and tours;

Maintain detailed records of projects.

Grants Specialist

Humanities Nebraska | Lincoln, NE | August 2021 – February 2022 | 20 hours/week

Create American Rescue Plan (ARP) grants process in Humanities Nebraska's Grants Management System (Fondant) including the application, agreement, and final report;

Coordinate ARP grant review process;

Processes ARP grant applications;

Support the competitive grants program;

Enhances data collection including adding metadata from previous years into the database and generating reports;

Enter program data as needed.

Archivist/Docent

National Museum of Roller Skating | Lincoln, NE | July 2021 – February 2022 | 20 hours/week

Collection management and assessment including inventorying, processing, and describing accessioned archival and museum collections;
Museum supervision and tours;
Maintain museum membership records, curate metadata from records for outreach coordination and review;
Social media management;
Seek out and maintain donor relationships;
Museum newsletter assistance;
Museum blog research, writing, and educational outreach;
Recruit and supervise internship and volunteer program;
Maintain detailed records of projects.

Graduate Assistant

University Libraries UNL (Archives) | Lincoln NE | August 2020 – May 2021 | 14 hours/week

Arrangement and description work;
Processing collections;
Specific work with quilt artists collections including Michael James collection.

Research Assistant

University Libraries UNL (Center for Digital Research in the Humanities) | Lincoln NE | August 2019 – May 2020 | 14 hours/week

Encoding proper metadata for files for William F. Cody Archive to enhance research;
Encoding property metadata for files as needed for Nebraskaland Magazine Archive;
Cleanup and standardization of metadata for History Harvest archive.

EDUCATION

University of Illinois at Urbana-Champaign, Champaign County, IL

Master of Science in Library and Information Science, In progress

University of Nebraska-Lincoln, Lincoln, NE

Master of Arts in History, May 2021

Achieved specialization in Human Rights and Humanitarian Affairs

Achieved specialization in Women and Gender Studies

Drake University, Des Moines, IA

Bachelor of Arts in Journalism and Mass Communication, May 2019

Bachelor of Arts in History, May 2019

Minors: Computer Science, Spanish

Awards

Magna Cum Lade – School of Journalism, College of Arts and Sciences

School of Arts and Sciences Dean's list

School of Journalism Dean's list

Frank Miller Scholarship – Graphic Web-Based Design, Journalism

Engaged Student Award – Outstanding Leadership and Department

Engagement, History

Charles Nelson Award – Outstanding Academic Accomplishment and Intellectual

Curiosity among first-year students

Lincoln High School, Lincoln, NE

Graduated with Honors, May 2015

Received International Baccalaureate Diploma

SKILLS

Soft Skills: Research, Data Entry, Data Management, Teamwork, Time Management, Finding Aids, Communication, Inventory, Arrangement, Description

Computer Languages: TEI, XML, HTML/CSS, SQL

Programs: Microsoft Office, Adobe Software, WordPress, Wix, Looker report builder, ChildPlus

Hardware: Scanners, Mac, PC

Other Skills: Photography, Photo Editing, Videography, Video Editing, Social Media

LEADERSHIP, SOCIETIES, & VOLUNTEER EFFORTS

National Museum of Roller Skating

Volunteer – May 2022 to Present

Society of American Archivist

Member – April 2021 to Present

Phi Beta Kappa

Inducted at Drake University – April 2019

Phi Alpha Theta

Drake Chapter President – 2017, 2018

Spoke at Phi Alpha Theta Regional Conference – 2018, 2019

Chapter member – 2017