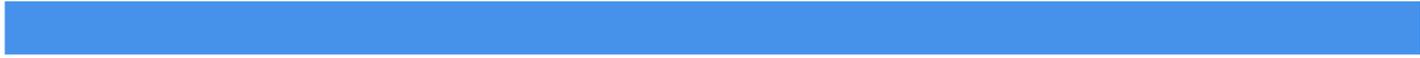


Jordan Alvarez



Professional summary

Strategic and detail-oriented institutional digital archivist with experience preserving, organizing, and providing access to large-scale digital collections in higher education environments. Adept in repository systems, metadata frameworks, and long-term digital stewardship. Proven success in enhancing discovery, ensuring regulatory compliance, and supporting faculty research by maintaining robust digital infrastructure aligned with archival best practices.

Experience

Digital Archivist

August 2019 - Now

University of Southern California – USC Libraries / Los Angeles, CA

- Oversee the development and maintenance of over 25TB of digital institutional content, including faculty publications, governance records, and administrative documentation.
- Design and implement standardized ingest workflows compatible with OAIS and PREMIS models, significantly improving long-term usability and preservation readiness.
- Author institutional guidelines for born-digital acquisition, retention policies, and content management protocols in consultation with the university's general counsel and IT security.
- Partner with academic departments to facilitate seamless integration of digital archival materials into learning management systems and library discovery tools.

Digital Archives Associate

June 2016 - July 2019

Pepperdine University Special Collections and University Archives / Malibu, CA

- Digitized analog collections and processed born-digital accessions using CONTENTdm, expanding digital access to underutilized archival holdings by over 60%.
- Conducted metadata audits and implemented MODS and Dublin Core mappings to improve consistency across 40+ digital collections for enhanced user discovery.
- Supported collaborative projects between the university and local historical societies, contributing to regional archives initiatives and grant-funded digital exhibitions.
- Supervised and trained a team of student workers in scanning standards, digital object metadata entry, file structure integrity, and content version control.

Additional Information

Member of the Society of California Archivists and contributor to USC's digital preservation strategic planning committee.

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Los Angeles, CA

Education

Master of Library and Information Science

University of California, Los Angeles | Los Angeles, CA | 2016

Certifications

- Digital Archives Specialist (DAS), SAA – 2022
- Certified Records Manager (CRM) – 2021

Skills

Digital archives management

DSpace, Omeka, CONTENTdm

Metadata standards (MODS, EAD, Dublin Core)

Rights documentation

Digital curation workflows

XML, XSLT, and basic Python

Institutional repository policies

Archival arrangement and description

Internal stakeholder communication