



## Europass curriculum vitae

### Personal Informations

**Name** Christine Oliveira de Chaves  
**e-mail** dechaves@fas.harvard.edu  
**Curriculum On-Line** <http://dechaves.egoseo.eu>

**Desired employment/Occupational field** ICCROM Documentation Centre Intern

### Work Experience

**Date (from - to)** 30 july 2004 - ongoing..

**Name and address of employer** Harvard College Library Technical Services - Cambridge, MA

**Type of business or sector** Academic Library

**Occupation or position held** **Bibliographic Assistant**

**Main activities and responsibilities**

- Supports the Librarian for Latin America, Spain, and Portugal through ordering, acquisitions, and cataloguing of foreign language monographs, including Basque, Galician, Catalan, and native South and Central American languages.
- Performs detailed searches of OCLC and RLIN databases for vendor and member copy, editing and creating records as needed to meet Harvard and AACRII bibliographic standards.
- Enters and maintains authority records in library databases.
- Checks for accuracy and missing items and performs corrective actions when necessary.
- Reviews received items for conservation services, recommending treatment as needed for brittle materials, phase boxing, binding repair, or replacement.

**Date (from - to)** 14 november 2003 - 01 july 2004

**Name and address of employer** Harvard University, Houghton Library - Cambridge, MA

**Type of business or sector** Academic Library

**Occupation or position held** **Library Digitization Initiative Assistant**

**Main activities and responsibilities**

- Reviewed manuscript collections and composed concise descriptions of their contents and applied these descriptions to MARC records in RLIN.
- Provided paleographic transcription and translation of French, Spanish, Portuguese and Italian texts
- Edited MARC record subject fields based upon collection descriptions developed

upon reviewing partially accessioned collections.

-Created EAD documents in SGML/XML for extant paper finding aids and edited those returned from vendors needing corrections.

**Date (from - to)**

**04 september 2003 - 01 may 2004**

**Name and address of employer**

**Newton Free Library**

Type of business or sector

Public Library

**Occupation or position held**

**Special Collections Assistant**

Main activities and responsibilities

-Processed a collection of photographs and negatives from the Newton Collection spanning the city's history from 1900 to the present, writing preservation treatment plans for fragile or damaged items.

-Created a database and a finding aid to organize the collection and to provide access to library staff and patrons.

-Enabled the collection to be properly stored and preserved by initiating a digitization project allowing the images to be viewed via internet.

**Education and Training**

**Date (from - to)**

**09 september 2003 - 19 may 2006**

Name and type of organisation

Simmons College, Boston, Massachusetts, USA

providing education and training

Principal subjects/occupational skills

Master of Science in Library and Information Science / Archives Management

covered

**Date (from - to)**

**27 september 2001 - 15 december 2002**

Name and type of organisation

University of Edinburgh, Edinburgh, UK

providing education and training

Principal subjects/occupational skills

Master of Science in Medieval and Renaissance Studies

covered

Thesis or final work

Boethius's Consolatio in Le Roman de la Rose and La Remede de Fortune

**Date (from - to)**

**03 september 1995 - 23 may 1999**

Name and type of organisation

Boston University, Boston, Massachusetts, USA

providing education and training

Principal subjects/occupational skills

Bachelor of Arts in History, Graduated Magna cum Laude

covered

**Personal Skills and Competences**

**Mother tongue(s)**

**English**

**Other language/s***Self-assessment**European Level(\*)***French****Italian****Latin****Portuguese****Spanish**

Comprehension		Speaking		Writing
<i>Listening</i>	<i>Reading</i>	<i>Understanding</i>	<i>Spoken production</i>	<i>Spoken interaction</i>
Independent user B1	Proficient user C2	Independent user B2	Independent user B1	Independent user B1
Independent user B1	Independent user B2	Basic user A1	Basic user A1	Basic user A1
Basic user A2	Basic user A2	Basic user A2	Basic user A2	Basic user A2
Proficient user C2	Proficient user C2	Proficient user C2	Proficient user C2	Proficient user C2
Independent user B1	Proficient user C2	Independent user B1	Independent user B1	Independent user B1

(\*) Common European Framework of Reference (CEF) level

**Technical skills and competences**

Coursework in:

- Database Management
- Archival Methods and Services
- Photo Archives
- Basic Materials Repair
- Archival Access and Use
- Preservation Management
- Cataloguing

**Computer skills and competences**

AACRII, MARC, SGML, XML, HTML and DIALOGUE. MySQL, Access, Lotus, Oracle and Excel.

**31 august 2006**

*I authorize the treatment and storage of my personal data by means of the Italian privacy protection law [ Law n. 196, June 30st, 2003].*