

Constance M. Caddell

1600 Park Circle, Apt 212 • Columbia, SC • 334-552-1246 • constance.caddell@gmail.com

Education

University of South Carolina – Columbia, South Carolina

Ph.D. in Library and Information Science, expected graduation date May 2020

North Carolina Central University – Durham, North Carolina

M.L.S. in Archives and Records Management, May 2016

Colorado Technical University – Colorado Springs, Colorado

M.B.A. in Marketing, November 2010

Tuskegee University – Tuskegee, Alabama

B.A. in History, May 2008

Experience

Professional Experience

University of South Carolina

June 2019 - Present

- **Research Assistant for the Center for Civil Rights**

- Archive, process, and preserve records
- Initiate oral interviews
- Provide tours on South Carolina's civil rights history
- Give presentations throughout community

University of South Carolina

January 2018 – May 2019

- **Teaching Assistant for School of Library and Information Science**

- Monitor and record discussion participation of students
- Maintain and update Blackboard for class
- Collaborate with professor regarding course objectives
- Grade exams and assignments

University of South Carolina

August 2017 – August 2018

- **Project Manager of The Digital Piranesi Project with Irvin Department of Rare Books & Special Collections and the Center for Digital Humanities**

- Oversee and collaborate with undergraduate researchers
- Attend meetings with faculty
- Assist in planning of special events and activities
- Manage progress of digitization, transcription, and translation of documents

University of South Carolina

September 2016 – August 2017

- **Graduate Assistant at Thomas Cooper Library Assessment Department**

- Assist with data collection for library assessment reports
- Input data of library usage into system
- Review library reports
- Administer library surveys to students

Museum of Durham History

- **Weekend Manager**

- Oversee front desk duties and supervise volunteers
- Ensure the facilities are well-maintained
- Facilitate programs and events taking place on weekends and holidays
- Assist with exhibits, special projects, and other tasks as outlined by the director

North Carolina Central University

January 2015 – May 2016

- **Graduate Assistant in the Office of University Accreditation**

- Conduct research and create bibliographies for the education and library science fields
- Provide clerical and technical assistance for accreditation activities
- Integrally involved in preparation of a major report of accreditation for Southern Association of Colleges and Schools Commission on Colleges.
- Assist in university and professional activities in which the director is involved.

North Carolina Central University

August 2014-December 2014

- **Graduate Assistant for Communications**

- Worked collaboratively with the dean, faculty, staff, students, alumni, and visitors
- Created public exhibits about the School of Library and Information Sciences
- Designed new template for the newsletter for the School of Library and Information Sciences
- Maintained the alumni contacts
- Discovered funding through grants for the school
- Planned events within the school

Tuskegee University

February 2009 – July 2014

- **Secretary**

- Performed various office duties
- Prepared institutional forms such as check requests, vouchers, and requisitions
- Maintained the department's website as web editor
- Operated office machinery
- Entertained visitors of the university
- Assisted with the planning of lectures, ceremonies, and conferences

Kellogg Conference Center and Hotel at Tuskegee University

June 2004 – October 2008

- **Sales Coordinator**

- Planned banquets, conferences, and workshops for the conference center
- Marketed the hotel to the surrounding areas
- Supported the customers with their various needs from the planning to the closing of the event
- Worked with various departments within the conference center and Tuskegee University

Volunteer

Museum of Durham History

November 2014 – May 2016

- **Core Volunteer**

- Archive audio files from oral history interviews
- Provide key information of current exhibits
- Assist the public in navigation of the museum

Internship

North Carolina Central University's Archives

September 2015 – December 2016

Intern

- Navigate and arrange all forms of donated materials
- Create collections and series for the materials
- Provide legends of materials arranged

Activities

- President of American Library Association Student Chapter, September 2015 – May 2016
- Public Relations Officer of American Library Association Student Chapter, September 2014 – September 2015
- Secretary and Member of Special Libraries Association (SLA), September 2014 – May 2016
- Member of North Carolina Library Association – September 2014 – May 2016
- Student Representative for the Curriculum Committee, September 2014 – present
- Member of the Research Committee, September 2014 – May 2016
- Youth Director and Sunday School Teacher at New Exodus Apostolic Church, January 2012 – present
- Kappa Delta Pi National Honor Society
- Zeta Phi Beta Sorority Incorporated

Achievements

- Participant in a 4-week archive program at the University of North Carolina in Chapel Hill - 2016
- Dean's List for the 2014-2015 and 2015-2016 Academic Years
- Study Abroad Participant in Copenhagen, Denmark and Malmö, Sweden – June 2015
- Student-to-Staff Participant for the American Library Association National Conference – June 2015
- Awarded assistantship from the Office of University Accreditation at North Carolina Central University
- Awarded assistantship from the School of Library and Information Sciences at North Carolina Central University
- Employee of the Month for Tuskegee University – February 2014

Skills and Training

- Scalar Platform

- Archived exhibits for the Museum of Durham History with Durham County Archives, which can be viewed at http://dur.sdp.sirsi.net/client/en_US/default/search/results?qu=Museum+of+Durham+History&te=ASSET
- Archivist Toolkit
- Notetab Pro Text and HTML editor
- oXygen XML editor
- RAMSeS for Proposal and Award Development
- InfoED for Research Funding Opportunities
- Website Editor
- Microsoft Office
- Efficient with Social Media
- Customer Service Workshop – August 2013