

JAMES DAVID GWYNN, JR.

The University of North Carolina at Greensboro
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EDUCATION

Master of Library and Information Studies, 2009

The University of North Carolina at Greensboro

Capstone Portfolio: <http://davidgwynn.com/capstone-portfolio/>

- Coursework beyond core included courses in archival management, advanced library technologies, and geographic information systems, as well as independent study of digitization and metadata.
- Served on LIS Department Advisory Committee (2009) and Committee on Non-Credit Experiential Learning Opportunities (2009).
- Served as graduate assistant: department webmaster and computer laboratory manager.

Bachelor of Arts, Geography and Sociology (Urban Planning concentration), 1991

The University of North Carolina at Greensboro

EMPLOYMENT HISTORY

University Libraries, The University of North Carolina at Greensboro (Greensboro, NC)

Visiting Professional Librarian/Digital Projects Manager

2009 - Present

- Plan and execute internal and outsourced digitization projects for a large university research library.
- Act as project liaison and coordinator with university archives and other library and academic departments as well as community cultural heritage institutions.
- Create and edit metadata records in CONTENTdm and internally developed database applications, using Dublin Core and other standards and apply of Library of Congress and local subject headings.
- Provide quality control for scanned, transcribed, and other digitized materials.
- Evaluate and assess materials for copyright, preservation, and data storage concerns.
- Supervise full-time and student staff members.
- Create and maintain website interfaces for digital collections using HTML, CONTENTdm templates, and other tools.

University Libraries, The University of North Carolina at Greensboro (Greensboro, NC)

Digitization Assistant

2008-2009

- Assisted with selection, digitization, metadata creation, and quality control, for *Civil Rights Greensboro*, a large NC ECHO funded project.

Self-employed (San Francisco, CA and Winston-Salem, NC)

Web Designer

1997-present

- Create and maintain websites for corporate and non-profit clients using static HTML, CSS, and other technologies.
- Research and create content, write copy, and digitize photographs and other media content.
- Install, configure, implement, and train clients using PHP-based content management systems (Joomla, Wordpress, and proprietary systems), RSS aggregators, and other technologies.
- Full client list with URLs available upon request.

FedEx Kinko's Inc. (Greensboro, NC, and San Francisco, CA)

Operations Manager, Office Manager, and Other Positions

1989-2005

- Supervised up to twenty people in a retail and digital imaging production environment.
- Responsible for hiring, performance appraisals, purchasing management, receiving, inventory control, payroll, and compliance.
- Conducted region-wide training classes and supervised staff training for multiple branches.
- Assisted with regional reporting, performance audits, budgeting and forecasting.
- Coordinated marketing and sales support activities independently and in support of national initiatives.

RELATED PROJECTS, VOLUNTEER WORK, AND INTERNSHIPS

The Journal of Backcountry Studies

Managing Editor

2010-present

- Coordinate publication of an online peer-reviewed journal, including formatting and website presentation.

Greensboro Historical Museum

Craighead Davidson Intern (Paid internship)

2009

- Devised and implemented archival processing plan for the Ceasar and Martha Cone Papers and completed finding aid for the collection.
- Digitized and created metadata for selected photographs within the collection.
- Ongoing on volunteer basis: Advise archives staff on content management system basics and potential workflow issues prior to website management change involving a new vendor.

Greensboro Public Library

Digitization Project Volunteer

2008

- Researched, selected, and scanned microfilmed newspaper articles related to Civil Rights Movement history in Greensboro.
- Processed articles using optical character recognition (OCR) software.
- Provided feedback on possible web applications.

ADDITIONAL TRAINING AND CERTIFICATION

Society of American Archivists Workshops:

- Implementing "More Product, Less Process" (March, 2010)
- MARC According to DACS (March, 2009)

Human Subjects Certification through CITI Collaborative Institutional Training Initiative (September, 2008)

PUBLICATIONS, PRESENTATIONS AND AWARDS

Presentations:

Gwynn, D., Martensen, D., Shaw, T., & Chow, A. (2009). Changing times, changing requirements : The evolution of an LIS Department. Poster

presentation, 2009 Association for Library and Information Science Education Annual Conference (Denver, CO, January 2009).

Gwynn, D. (2003, May 18). A history of grocery retailing in the Bay Area. Presentation given to the Burlingame Historical Society, Burlingame, CA.

Gwynn D. and Debbage, K. (1991), The festival marketplace: Food and drink establishments as a stimulus for CBD retail activity, 1972-82. Southeastern Division, Association of American Geographers 1991 Annual Meeting, Columbia, SC.

Awards:

Gwynn, D. (1992). Urbanization and social change in the gay south: The experience in North and South Carolina, 1971-1991. Outstanding Student Paper, North and South Carolina Sociological Association, 1992 Annual Meeting, Rock Hill, SC.

PROFESSIONAL ORGANIZATION MEMBERSHIPS

- American Library Association
- Society of American Archivists
- Society of North Carolina Archivists
- Special Libraries Association

SOFTWARE AND TECHNOLOGY COMPETENCIES

- Web and Design: Adobe Dreamweaver CS4 and Adobe Photoshop CS4, and all relevant image and graphics formats and standards.
- Some PHP experience, including installation, configuration, and customization of Joomla and Wordpress content management systems.
- Office Applications: Microsoft Word and Excel, Filemaker Pro, various web browsers, email, and FTP clients.
- CONTENTdm 5.2: Administration and project clients.
- Familiarity with video and audio editing and formats and best practices, DVD authoring, and online media presentation.
- Working knowledge of relational databases, XML, MySQL, and RSS.
- Understanding of EAD, MARC, Dublin Core, DACS and other library and archive-based metadata and descriptive systems and formats.