

Christian S. James

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OBJECTIVE

To publish primary source documents for the humanities and social sciences

EDUCATION

Spring 2009-Present *George Mason University*

Graduate Student in History

Concentration in Applied History: New Media, U.S. History

Degree Expectant in Summer 2011

Grade Point Average of 4.0

Fall 2007-Spring 2008 *University of Maryland, College Park*

Advanced Special Student in History

Maintained an Overall Grade Point Average of 3.5

Fall 1999-Spring 2003 *University of Maryland, College Park*

Maintained an Overall Grade Point Average of 3.807

Awarded a Bachelor of Arts degree in both History and American Studies

Graduated Cum Laude

Graduated with Departmental Honors

WORK HISTORY

July 2005-Present *Content Specialist, LexisNexis Academic & Library Solutions*

- Negotiate legal agreements between LexisNexis and the National Archives and Records Administration
- Acquire, review, index, and evaluate microfilm content, including archival manuscripts, government research reports and statistics, and U.S. Supreme Court law briefs
- Catalog and register records in internal database
- Recruit, interview, and hire temporary employees
- Train temporary employees in the process of ordering, handling, and reproducing primary records
- Liaise with Managing Editor of historical collections to assist in product development and sales promotion
- Review and edit print indexes and shipping lists for *U.S. Supreme Court Records & Briefs* microfiche product
- Periodically lead weekly team meetings

April 2003-June 2005 *On-site Research Supervisor, Center for Population Economics*

- Managed, coordinated, and supervised a team of six research assistants
- Recruited, interviewed, and hired research assistants
- Trained research assistants in the process of ordering primary records and collecting information in a specialized data entry program
- Reviewed and evaluated research assistants' data entry files
- Reported on staff progress and performance to upper management on a weekly basis
- Developed and implemented procedures for research projects
- Presented formal report on research progress to Board of Senior Investigators at organization's annual conference
- Independently sought and acquired various records including, but not limited to, U.S. Census Bureau reports and municipal health records from major cities nationwide
- Traveled alone and with a group for business purposes
- Attended and took notes on lectures concerning collections of the National Archives and Records Administration

April 2002-April 2003 *Research Assistant, Center for Population Economics*

- Ordered, read, and concisely summarized thousands of documents from the U.S. War Department and Department of the Interior
- Maintained an extensive knowledge of specific data entry rules, abbreviations, and coding
- Interacted with archivists of the National Archives and Records Administration

September 2002-April 2003 *Independent Research Assistant*

- Ordered, read, and concisely summarized thousands of FBI documents using an Excel spreadsheet file
- Interacted with archivists of the National Archives and Records Administration
- Maintained close working relationship with employer, Dr. David Kaiser, Professor of History at the Naval War College Newport, Rhode Island

SKILLS

- Human Relations experience including recruiting, interviewing, training, and communications etiquette
- Experience researching at records repositories nationwide, including:
 - National Archives and Records Administration branches in Washington, D.C. and College Park, Maryland
 - Franklin D. Roosevelt, Dwight D. Eisenhower, John F. Kennedy, and George H. W. Bush Presidential Libraries
 - Library of Congress
- Intermediate knowledge of Microsoft Word, Microsoft Excel, Microsoft Access, Adobe Acrobat, Internet research tools, library research systems
- Basic knowledge of Adobe Dreamweaver, XHTML, CSS, Adobe Photoshop, and XMetaL
- Experience writing and editing procedural documents and internal training manuals
- Basic experience in licensing negotiation
- Typing speed of approximately 63 words per minute

TRAINING

- LexisNexis "Leadership Experience Day," May 2007
- LexisNexis "Lexis I (Basic)," April 2008

RECOMMENDATIONS

- Available upon request