

Courtney Elizabeth Rounds

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EDUCATION:

University of South Carolina, Columbia, SC
Columbia, SC 29208
Date of Anticipated Graduation: 2024
Master of Library and Information Science

University of South Carolina, Columbia, SC
Columbia, SC 29208
Graduation: 2004
Master of Arts
Major/Minor: Public History/Museum Studies
Master's Thesis: "Culture of Curing: A History of the Evolution and Social Tradition of Hog Butchering in Lexington County, South Carolina"

University of South Carolina, Columbia, SC
Columbia, SC 29208
Graduation: 2003
Certificate of Graduate Study
Major: Museum Management

University of South Carolina, Columbia, SC
Columbia, SC 29208
Graduation: 2001
Bachelor of Arts
Major/Minor: History/Southern Studies

RELATED EXPERIENCE:

Allen University
J.S. Flipper Library
Librarian/Archivist
Supervisor: Carol Bowers
(803) 765-6030
40 hours per week
October 2013-Present

- Work closely with the Library Director to move the J.S. Flipper Library forward in its mission to serve the Allen University community

- Served as Interim Director from February 2018 to December 2019. During that time I was responsible for all facets of the library's operation including budgeting, staff management, and policy creation.
- Ensure compliance during preparation for The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaccreditation.
- Create curriculum and instruct the University 101 courses
- Act as Social Science Department Liaison to help foster a strong relationship between faculty and the library
- Provide multifaceted classroom instruction and workshops on best academic practices
- Plan and implement library programming
- Assist individual patrons with research needs
- Point person for Partnership Among South Carolina Academic Libraries (PASCAL) migration to the Shared Library Services Platform (LSP)
- Work in close proximity with the PASCAL team to ensure the digital system is working and up to date.
- Develop and create an archival plan for the J.S. Flipper Library archives
- Coordinator for the Johnson C. Smith Digital Archivist Program
- Process and catalog evolving library collection
- Ensure accuracy and compliance with national and local standards for bibliographic control
- Supervise work study students
- Created interactive and rotating book and infographic displays

President James K. Polk State Historic Site, Pineville, NC

Historic Site Interpreter II

Supervisor: Scott Warren

(704) 889-7145

40 hours per week

February 2004- July 2012

- Assist the Site Manager with the creation and organization of curriculum based educational programs for school tours
- Provide tours for school groups and visitors
- Recruit and supervise volunteers and interns for both daily activities and special events
- Work with the State Registrar to organize and care for the historic site's collections.
- Research and design new and temporary exhibits
- Create and organize special events and living history events for the site.
- Manage site gift shop
- Aid in the creation and implementation of site fundraising events and lectures
- Design printed materials for visitors, school groups and special events. Also create site newsletter and website.
- Develop and maintain relationships with local media sources including; print, radio, and television
- Directly supervise part-time staff
- Aid the manager with the research and application for grants
- Work closely with the Arts and Science Council on Cultural Plan for the town of Pineville
- Aid in the day to day maintenance of visitor center, museum, and historic grounds

McKissick Museum, Columbia, SC

Graduate Assistant

Supervisor: Lynn Robertson

(803) 777-7261

20 hours per week

August 2003-January 2004

- Transcribed oral histories for Folklife archive
- Assisted with the daily operation and administration of museum
- Supervised work study students throughout weekend hours and special events
- Assisted in the organization of programs and special events
- Aided in the implementation of school and group tours
- Worked closely with Folklife and Traditional Arts Archive to create multi-media projects relating to the archive.
- Assisted with collections care duties, such as the cleaning of artifacts and exhibits
- Aided with creation and installation of new and traveling exhibits

Historic Columbia, Columbia, SC

Curatorial Assistant

Supervisor: John Sherrer-may contact

(803) 252-1771

20 hours per week

August 2001-February 2003

- Responsible for the day to day maintenance of four historic properties
- Assisted Registrar with completion of inventory for over 5,000 objects
- Conducted research for exhibits and programs
- Aided in the creation and implementation of school programs
- Created exhibition panels for special events and temporary exhibits
- Supervised interns on curatorial projects
- Aided with the fabrication of historically accurate room displays in historic properties

COMPUTER SKILLS:

Windows and Macintosh operating systems

WPM: 45

HTML language and web page design

Word processing software such as Word and Word Perfect

Database software such as Access and ReDiscovery

Design software such as Corel Print Office, Publisher, and PowerPoint

AWARDS/ACTIVITIES:

Johnson C. Smith Digital Archivist Program Coordinator (2020-2023)
African American Women's Conference: Presenter (2020)
Allen University Brown Bag Lecture Series: "Love in the Afternoon: Consent, Race, and the Female Gaze in Romance Novels (2020)
Sigma Gamma Rho On Campus Advisor (2017-Present)
Charlotte Regional History Consortium: President (2007-2008)
North Carolina Museums Council: Annual Meeting Chair (2008)
North Carolina Museums Council: "Museums Life after School!" Session Panelist (2008)
Polk Family Reunion: Presenter (2005)
North Carolina Museums Council Board: Directory Chair (2005-2007)
South Carolina State Museum Heritage Days: Presenter (2004)
South Carolina Museum Federation Conference (2003)
Southeastern Museums Conference: "Meal Deal: Setting": Workshop Panelist (2003)
South Carolina Arts Commission Community Scholar (2003)
American Association of Museums Conference (2002)
Christopher Lobeline Scholarship: South Carolina Museum Federation (2002)
University of South Carolina Assistantship and Scholarship (2001-2004)

PUBLICATIONS:

"South Carolina Arts Commission 2003 Institute for Community Scholars,"
Folklore in the Carolinas, 25, (1-2), 2003.

"When Dinner Wasn't Quick or Easy!,"
Tarheel Junior Historian, 11-13, Spring 2007.