

# Heather C. Fuller

## Professional Summary

Emerging archivist with a Master's degree in Library and Information Science, specializing in Archives and Records Management. Passionate about equitable information access and preserving historical records. Experienced in organizing archival materials, reference services, and public engagement. Over four years of library experience, with demonstrated leadership, metadata organization, and privacy protection skills. Fluent in conversational Japanese with international teaching and communication experience. Eager to contribute to archival processing, preservation, and community history projects.

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## Education

### Master of Library and Information Science (MLIS)

*Concentration: Archives and Records Management*

North Carolina Central University, Durham, NC

Graduated *Summa cum Laude*, December 2024

### Bachelor of Arts in Japanese Language and Literature

University of Georgia, Athens, GA

Graduated 1998

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## Archival & Library Experience

### Library Specialist – Reference Department

DeKalb County Public Library, Decatur, GA

*June 2021 – Present*

- Reorganized the library's archives and microfilm collection to improve public access and preservation
- Create finding aids for archived collection
- Led the LISS Committee (2023–2024), facilitating training and professional development for support staff
- Assist patrons in navigating local history resources, public records, and genealogy databases
- Oversaw weekend reference operations and trained staff on best practices for research and privacy
- Develop internal spreadsheets to manage archival workflows and protect user data
- Organize clothing closet for patrons in need

**Library Technician**

DeKalb County Public Library, Decatur, GA

*September 2018 – June 2021*

- Designed and implemented an intake system for periodicals, improving accessibility for future research
- Curated historical and thematic displays, promoting underutilized archival and circulating collections
- Managed revenue tracking for fundraising events supporting library programming and historical preservation

**Archives Volunteer**

DeKalb History Center, Decatur, GA

*2024 – Present*

- Supporting archival processing projects including rehousing, labeling, and preliminary description
  - Assisting with community engagement events and public programming related to local history
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**Related Professional Experience****Private Tutor (Japanese & English)**

Decatur, GA

*2016 – 2018*

- Created language-learning materials with a cultural and historical context focus
- Taught Japanese and English language basics with attention to cultural preservation

**English Language Instructor – Berlitz Language School**

Nagoya, Japan

*2007 – 2016*

- Advised students on international study and cross-cultural communication
- Developed tailored lesson plans emphasizing practical application and cultural understanding

**Assistant Language Teacher – Sugiyama Girls' School & Interac**

Nagoya, Japan

*2007 – 2016*

- Facilitated presentations and public speaking events with historical and cultural themes
- Translated written materials and speeches, fostering bilingual understanding

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## Technical & Archival Skills

- Archival description and collection organization
- Reference services and research instruction
- Metadata organization and spreadsheet management
- Preservation awareness and user access balancing
- Proficient in Microsoft Office, Google Workspace, and library tools
- Conversational Japanese (JLPT N3), with reading and writing abilities

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## Certifications & Awards

- **Japanese Language Proficiency Test**, Level N3 (December 2005)
- **Nora Grant Award**, (September 2024)
- **School of Library and Information Sciences Scholarship**, (January 2024)
- **Magda Sossa Educational Scholarship**, May 2022

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## Professional Activities

- Chair, Library Information Support Staff (LISS) Committee, 2023–2024
- Archives Volunteer, DeKalb History Center, 2024–Present

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## International & Cultural Experience

- Lived and worked in Nagoya, Japan (2004–2016)
- Study Abroad: Rome, Italy (May 2014); Florence, Italy (May 2015)
- Experience with diverse communities and cross-cultural instruction