

VICTORIOUS COLLYMORE-BEY

*Dedicated and knowledgeable **Information Professional** with 5+ years of experience in **research, metadata, and public service**. Seeking to leverage expertise in **information management, taxonomy, technical systems, and digital preservation** into my next position.*

EXPERIENCE

[The New York Public Library]

Harlem | NY

Reference Librarian/Archivist {Jun. 2022 - Sept. 2025}

- **Managed 500+ manuscript and rare book collections**, maintaining 99.8% accuracy in cataloging and metadata management
- **Developed and implemented** workflow improvements that reduced document processing time by 35% while
- **Conducted data-driven analysis** of user access patterns, generating insights to enhance library service deliver

[Pat Parker/Vito Russo Library]

LGBT Center | New York, NY

Committee Member {Mar. 2024 - Current}

- **Facilitated** community information sessions, increasing local community engagement
- **Conducted detailed research** and documentation to support community outreach initiatives and weed out library materials.
- **Developed comprehensive** documentation procedures that standardized volunteer onboarding and training

[New York Film Academy]

Financial District | New York, NY

Assistant Librarian {Dec. 2021 - Jun. 2022}

- **Delivered targeted instruction** and outreach to 100+ academic community members.
- **Maintained and developed** effective communication strategies with diverse stakeholder groups
- **Implemented** collection safety protocols, reducing material loss by 25%
- **Managed complex library services** across multiple campus locations

[Andrew W. Mellon Foundation]

E 62nd St. | New York, NY

Archives Intern {Jun. 2021 - Dec. 2021}

- **Employed advanced research methodologies** to categorize and analyze archival materials and foundation data.
- **Gained expertise** in various management tools such as ArchivesSpace, Archive.it, Fluxx Grant Manager, Propublica and more.
- **Provided critical feedback** that led to significant updates in taxonomy project, developing comprehensive taxonomies for use at the foundation.



(845) 659-9542



tiovic.collymo@proton.me



Based in NYC

EDUCATION

Pratt Institute

Master of Science

Library and Information Science

Seton Hill University

Bachelor of Arts

Musical Theatre

SKILLS

Microsoft Suite, Google Suite, Aeon, Spring Share. Strong research and analytical skills, Proficient in library management systems, Familiarity with digital resources and databases, Excellent communication and interpersonal skills. Strong attention to detail and accuracy, Excellent organizational and time management skills, Effective communication and interpersonal abilities, Ability to work efficiently in a fast-paced environment. Excellent customer service skills.