Shane Majors, M.A.S., C.A.

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Education

Master of Archival Studies
Clayton State University
2024-2026
3.75 GPA

Certified Archivist
Academy of Certified Archivists
2026

Bachelor of Fine Arts
Photography and Digital Imaging
Ringling College of Art and Design
3.5 GPA
Merits: Trustee Scholar

Work Experience

Mount Dora Archives July 2026 - Present
Volunteer *4hrs/week*

- Handling fragile documents, photographs, and glass plate negatives.
- Process and rehouse collections following archival standards.
- Digitize collections and enhance images using the Federal Agencies Digital Guidlines Initiative (FADGI) as a guide.

Home Depot December 2016 - Present
Merchandising Team Supervisor *40hrs/week*

- 98% Project on-time completion YTD exceding the goal of 95% by planning and managing complex project workflows with projected milestones and end goals for a team of nine, while maintaining flexability for the unseen.
- 100% Vendor satisfaction YTD exceding the goal of 95% (only one of two stores in the district and top 25 in the region) by producing clear written and verbal communication for diverse stakeholders, which include my team, vendors, store leadership, and corporate partners.
- Consistently recognized as a top-rated supervisor with 96% Leadership Behavior, 96% Develop, and 100% Inspire, exceding the goal of 85% through the Voice of the Associate survey by mentoring, developing, and motivating my team.

Anthropologie August 2008 - April 2016
Display Coordinator *40hrs/week*

- Designed and created artistically and culturally contextualized visuals for window and interior displays by conducting research and material tests, aligning with exhibition development in archives and museums.
- Built partnerships with local institutions, including the Children's Museum of Phoenix, supporting community engagement.
- Led educational workshops for patrons, translating creative processes for public audiences similar to archival instruction or exhibit tours.
- Managed project budgets and materials lists reflecting strong organizational and documentation skills essential for exhibit preparation.
- Supervised interns through hands-on project development, concluding in a final project which included scaled drawings, prototypes, and budgeted materials planning.

Freelance Genealogical Research Periodic

- Conduct genealogical research using primary sources such as census records, vital records, newspapers, oral histories, and manuscript collections as well as DNA connections.
- Draw logical conclusions congruent with available evidence and historical context using strong analytical and critical thinking skills.

Professional and Technical Skills

Archival Standards
- Dublin Core
- Describing Archives, A Content Standard (DACS)
- Federal Agencies Digital Guidlines Initiative (FADGI)
- Metadata creation

Preservation and Presentation
- Bookmaking
- Containter construction
- Digital imaging and retouching
- Experience handling art and fragile materials
- Archival matting and framing
- Comfortable with 35mm, 120mm, 4x5, and 8x10 cameras as well as digital SLRs
- Processing and printing black and white and color photographic materials
- Comfortable using powertools (drill, impact driver, miter saw, jig saw, brad nailer, etc.)

Archival and Library Systems
- DSpace
- ArchiveSpace
- Omeka

Media and Office Software
- Adobe Suite (Photoshop, Illustrator, InDesign, Acrobat)
- Microsoft 365 (Word, Excel, Power Point)
- Wordpress

Projects and Presentations

"Your Cloud Dries My River" The Hidden Cost of Digital Preservation: The Environmental Impact
https://drawing-with-scissors.com/wp-content/uploads/2025/11/the-hidden-cost-of-digital-preservation-the-environmental-impact-shane-majors.pdf

Metadata Enhancement Project
https://papercut-outsofmatisse.wordpress.com/wp-content/uploads/2025/11/shane-majors-metadataenhancement-project.pdf

Digitizing Daguerreotypes on a Budget
https://papercut-outsofmatisse.wordpress.com/wp-content/uploads/2025/11/shane-majors-final-posterreduced.pdf

The Black Seminoles of Florida: A Wanting Narrative
Presentation to the Society of American Archivists group Student and New Archival Professionals (SNAP) on the theme of records of Resistance.
https://drawing-with-scissors.com/resistance/

Outreach Plan Proposal
https://www.youtube.com/watch?v=xOxWNkSzK2c&t=3s

The Power of Narrative: Reclaiming the Past for the Present
https://drawing-with-scissors.com/narrative/

Publications

"The Ghost Town I Live In." Archival Outlook, September/ October Issue, 2024. https://mydigitalpublication.com/publication/?i=831858&p=6&pp=1&view=issueViewer

"Hidden in Marsh, Protected by Time: The Discovery of a Black Seminole Village in Lake County, Florida." Currently under review with the Florida Historical Quarterly.

Professional Affiliations

- Society of American Archivists
- Society of Florida Archivists
- Student and New Archival Professionals (SNAP)