A Study of Corporate Archives: Archival Theory, Deadlines, and Metadata Creation

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Abstract
What in the world do corporate archivists do!? Oh boy, let me tell you!

Working as a Digital Archivist in a fast-paced, corporate environment can be challenging, but by utilizing trial and error, collaborative thinking, and testing solutions out, I have found a way to stay sane-ish and keep archival theory alive in a virtual environment. By presenting redacted data and imagery from completed projects that required critical-thinking, problem-solving, and efficiency at lightning speed, I'm hoping to inspire cost-effective solutions that get the job done.

In the past I have applied my problem analysis/solving skills in the field of inclusion and belonging. This year, I will be homing in on effective, efficient, and collaborative workflows to showcase this skill as it relates to our professions' work in varying environments.

About the author:
Chaun Winn (She/Her/They) is an Atlanta native that studied Anthropology and Library and Information Science with a concentration in Archives and Special Collections. She is a vocal advocate for disability rights and inclusivity and has presented on numerous topics ranging from digital photography to integrating SMART (*Specific, Measurable, Achievable, Realistic, and Timely*) methodology into workflows for organizational unity. Chaun is currently a Digital Archivist at Heritage Werks where she works to create descriptive metadata for digital collections and offers an eclectic variety of experiences in information centers. She has three lovely dogs that she enjoys rehearsing her presentations with and they assure you, it's insightful.