

OBJECTIVE

Part- or fulltime work where I can use my information science training, organizational skills and computer experience to organize information and make it available for use.

EDUCATION

Masters of Library and Information Science

San Jose State University, San Jose, California, May 2009.

- metadata
- database design
- online searching
- reference services
- indexing
- interface design
- XML
- archiving

Bachelor of Arts in Liberal Studies, Art Minor

Dominican University of California, San Rafael, California, May 2000.

COMPUTER AND INTERNET EXPERIENCE

- Interface design
- Web site architecture and design
- Database design using SQL
- Controlled vocabularies and indexing
- HTML and CSS
- PHP and MySQL
- XML
- Windows and Macintosh platforms
- Microsoft Word
- BBEdit
- Adobe PhotoShop and Illustrator
- Minor software testing
- Edit and revise technical material

SKILLS

Maintain a welcoming environment and a smoothly operating library, and create a positive experience for patrons:

- Sort and shelve items
- Process holds
- Search for missing items
- Arrange displays
- Monitor an automated check-in system
- Maintain item records
- Assess damaged items
- Answer minor reference questions
- Perform reader advisory
- Execute catalog and internet searches
- Process new patrons
- Maintain patron records
- Process fines and billed items
- Supervise children's activities
- Assist with special events
- Research articles in academic databases

Make archival footage available for use:

- Index film reels and digital clips
- Clean and splice 16mm film
- Transfer content from film to video and DVD

Meet customer needs and create a pleasant retail environment:

- Catalog books and research prices
- Search for film clips to meet customers' needs
- Prepare food items to general and specific requirements
- Close store fronts and departments

WORK HISTORY

Library Clerk 2006-present

Livermore Public Library, Livermore, California

Monitor the circulation desk at both small and large branch libraries and help maintain library operations.

Cashier 2010

Michael's Arts and Crafts, Dublin, California

Assist customers with product searches, work the register.

Enumerator 2010

US Census Bureau, Pleasanton, California

Enumerate group quarters and service-based operations and single-family homes, verify vacancies, research and follow up with difficult cases.

Archiving Assistant 2005

San Francisco Film Archive/Oddball Film, San Francisco, California

Help maintain a database of vintage film and digital clips and search for clips that meet customer needs.

Deli Clerk 2003-2005

Nob Hill Foods, Livermore, California

Assist patrons and prepare food items, close the department, occasionally assist in other departments.

Teaching Assistant 2001-2002

Almond Kids Zone, Livermore, California

Supervise children ages 4 to 11, organize small projects.

Technical Editor 2001

PeopleSoft, Pleasanton, California

Working independently, test web-based business software, check and revise instructions for accuracy or write new instructions as needed; proof and edit work of other team members.

Book Intake and Processing 2000-2001

Whitestone Books, Livermore, California

Research and price incoming books, update and maintain the online catalog, sort and shelve items.

Teaching Assistant 1999

Marilyn ESS, Livermore, California

Supervise children ages 4 to 11, organize small projects.