

Work Experience

Massachusetts Institute of Technology – Barker Engineering Library -- *Web Specialist and Processing Supervisor* – May 2000 to present

- Directs and supports the activities of the processing office, supervising two full-time staff members, and various student assistants
- Acts as liaison between local office and centralized services, also serves as advocate for 15+ processing staff at a system-wide level
- Member of system-wide Processing Committee which oversees and plans workflows, procedures and training for processing staff
- Serves as web specialist for Barker Library, which includes responsibility for the technical structure and maintenance of the Library's web pages
- Along with other department heads, planned and implemented a new library system in 2001 – involving numerous task forces, committee work, training sessions, and writing of documentation
- In conjunction with the new system, worked with group to customize the design and functionality of the MIT Libraries new online catalog interface
- Planned and implemented redesign of the MIT Libraries public web as part of the Web Advisory Group

Horizons Initiative – Dorchester/Cambridge, MA, October 1995 to June 2000

Playspace Activity Leader – October 1995 – June 2000

- Worked weekly with children at a family shelter to encourage creativity, imagination and development through reading, writing, play and the arts

Volunteer Council – Member/Chairperson/Co-Chair – 1995 to June 2000

- Planned and coordinated multiple Volunteer Workshops and Volunteer Summer Event for over 375 volunteers
- Facilitated workshops, coordinated volunteers, presenters and activities, general crisis management, and solicitation of donations
- Collaboratively prepared survey of volunteer retention patterns in 40 related organizations which included interviewing, compiling, and analyzing results

Massachusetts Institute of Technology – Dewey Library Processing Team – *Collections*

Assistant – Dec. 1994 to Sep. 1999 – ***Binding/Journals Assistant*** – Sep. 1999 to May 2000

- Responsible for various aspects of processing work, including searching, ordering, binding, claiming, and problem solving
- Assisted in planning and development of policies and procedures for improving flow of activities and day-to-day operations of the section, participate in team performance evaluations, interviewing, and hiring decisions
- Gained valuable research experience while staffing reference desk
- Oversaw work of student assistants and coordinate special projects with the Team
- Provided local computer and internet training and support

Technical Expertise

- Experience with web design, content, structure, usability and HTML
- Wide use of Microsoft Word, Dreamweaver, Powerpoint, Excel
- Consistent use of UNIX, Photoshop, FileMaker Pro, Access and a variety of other software
- Extensive use of a wide variety of research tools, from web resources to online databases

Other Professional Activities

- Processing Committee – MIT Libraries, May 2000 – present; Chair, Jan 2001 – Jan 2004
- Barton Advisory Group – MIT Libraries, August 2001 – Jan 2004
- OPAC Design Team – March 2001 – June 2003
- Web Advisory Group - MIT Libraries, August 1998 – August 2001
- MIT Libraries Committee on Harassment Issues, 1995 – 1997

Awards

Volunteer of the Year – Horizons Initiative -- 1999

Education

Southern Connecticut State University, MLIS, expected May 2004

Harvard Extension School, 1999-2000, several graduate courses

Kenyon College – Gambier, Ohio. BA in History, cum laude, 1994

Other major course work includes: Studio Art, Psychology

School for International Training – Kenya Coastal Studies. Spring 1993

Course work: Intensive Swahili, Research Methods/Field Techniques

Other Interests

Gardening, banjo playing, glass blowing, photography and softball