

## **EXPERIENCE**

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### **The Mary Baker Eddy Library, June 2009-present – Boston, MA**

#### *Reference Librarian, Lending and Reference Services*

- Reference
  - Instruct visitors on the use of print, media, manuscript and digital collections
  - Answer incoming research queries for Lending and Reference Services and Archives patrons
  - Provide interlibrary loan and circulation services to patrons and Library and Church staff
  - Provide mail and copy services for patrons interested in periodical and reminiscence materials
  - Supervise work-study and/or library assistants in daily operations
  - Suggest, create and market Lending and Reference Services events and activities
- Technical Services
  - Perform original and copy-cataloguing for monographic, serial and audio/visual materials in Lending and Reference Services collections
  - Work with ILS vendor to customize and upgrade Re:discovery and Proficio software
  - Overhaul current vertical filing system and create finding aids
- Collection Development
  - Communicate with potential Lending and Reference Services donors
  - Participate in weekly acquisitions meetings with Archives and Records Management staff as part of larger Church-wide donations team
  - Suggest and review materials for Lending and Reference Services collections
- Conservation
  - Provide basic conservation of books in Lending and Reference, Archives and Church office collections
  - Created and implemented volunteer program for Simmons GSLIS students
  - Oversee current volunteer conservation intern
- Exhibits & Programming
  - As part of a committee, select materials for rotating online Object of the Month collection
  - Write web content for Object of the Month collection
  - Select topics and provide articles for quarterly library newsletter
  - Prepare and suggest materials for Lending and Reference Services and museum-wide exhibits
  - Provide background research for museum-wide exhibit planning

### **Savannah College of Art and Design Jen Library, September 2008-June 2009 – Savannah, GA**

#### *Reference Librarian*

- Provided reference services to students and faculty and staff
- Taught bibliographic instruction and research methods classes
- Lectured each quarter for the Arts Administration department on copyright and fair use
- Developed bibliographic instruction materials and assessment tools
- Gave library tours and presentations to student groups as part of First Year Experience
- Participated in collection development for libraries on SCAD's four campuses
- Created and maintained Web 2.0 presence for the reference department
- Collaborated with the reference team to create new SCAD libraries donation policies and procedures
- Supervised work-study students on reference department projects

## **Boston Athenaeum, November 2006-September 2008 – Boston, MA**

### *Reference Assistant & Interlibrary Loan Intern*

- Processed interlibrary loan requests and invoices and maintained service statistics
- Provided reference services and one-on-one bibliographic instruction and orientation sessions
- Processed and arranged the Brewer/Penniman families manuscript collection and created finding aid
- Wrote Athenaeum Wikipedia entry with reference librarian and associate curator of art (incomplete)
- Edited and located complete citations for Athenaeum publications
- Translated manuscript materials from French to English
- Participated in collection development to expand the contemporary fiction collection
- Performed circulation duties as needed

## **PROFESSIONAL ACTIVITIES**

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### **Presentations**

- “Addressing Diversity Through Collaboration: Perspectives from a Library and Writing Center” at Student Success in First-Year Composition Conference, Georgia Southern University, February 2009 – Statesboro, GA

### **Memberships & Offices Held**

- Simmons Graduate School of Library and Information Studies Alumni Board, Director-at-Large, 2010-2011
- Library and Information Science Student Association (LISSA), Secretary, May 2007-May 2008
- Student Curriculum Advisory Committee, Wiki Administrator, May 2007-May 2008
- American Library Association member
- Special Libraries Association member

## **EDUCATION**

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### **Simmons College, Boston, MA**

#### *MS, Library Science, 2008*

- Elective courses included publishing & librarianship, art documentation, photographic archives, digital libraries, preservation management, digital preservation and collection development

### **Syracuse University, Syracuse, NY**

#### *Dual BA, Cum Laude, Religion with Honors and Television/Radio/Film*

- Honors thesis entitled “Muslim Women’s Bodies: An Exploration of Muslim Fundamentalist and American Media Perspectives”
- Minor in Fine Arts History

### **Corvinus University, Budapest, Hungary**

- Attended the International Studies Center through a cultural study-abroad program with CIEE
- Studied Hungarian language, Hungarian art and architecture, Hungarian history, East/Central European politics and East/Central European literature