

EDUCATION

Masters in Library and Information Studies, *University of Wisconsin-Madison;* 1994

CONCENTRATION: **Library Management and Public/Reference Services**

COMPUTER SKILLS: * On-line searching using DIALOG * CD-ROM searching
* Micro-computer literacy, including word processing

CATALOGING SKILLS: * OCLC * MARC tagging * AACR2 * LC subject headings

Ph.D. Land Resources, *University of Wisconsin-Madison;* 1991

CONCENTRATION: **Natural Resource Policy, Planning, and Administration**

Masters in Public Policy and Administration, *University of Wisconsin-Madison;* 1983

CONCENTRATION: **Development, Planning, and Administration**

LIBRARY RELATED EXPERIENCE

Assistant Director, *University of Wisconsin Mathematics Library,* Madison, WI; April 1999 - Present

- Hire, train, schedule, and delegate duties to the nine hourly and work study student workers who comprise the library's working staff.
- Oversee day-to-day operations including receiving, processing for cataloging, binding, and shelving of new books and materials as well as circulation and user services.
- Solicit and act on faculty recommendations for acquisitions, organize reserve materials for each semester, and prepare/distribute monthly acquisition reports to the department's faculty and graduate students.
- Participate in the University Library System Policy and Planning Group meetings, and take the day-to-day lead in implementing campus-wide as well as Mathematics Library policies.

ADDITIONAL PROJECT RESPONSIBILITIES

- Temporarily, performed many of the Director's recurring functions during her semester-long maternity leave, including budget tracking, policy formulation, and procedures development.
- Researched, evaluated, and presented alternatives for increasing the capacity of the library's stacks.
- Coordinated our library's implementation of campus-wide policy changes in areas such as renewals, returns, and inter-library requests that were made possible by full internet accessibility.

Reference Library Intern, *University of Wisconsin Memorial Library,* Madison, WI; 1993-'94

- Provided bibliographic instruction and conducted CD-ROM and on-line searches for patrons.
- Used both print and non-print sources to provide information for researchers, students, and the general public.

Field Project Assistant, *UW-Madison Library School Library,* Madison, WI; 1993-'94

- Performed both original and copy cataloging at a rate of ten to twenty books per day.

Library Services Assistant II, *UW Memorial Library, Dept. of Circulation,* Madison, WI; 1982-'93

- Served at the public service desk answering questions, charging out books, and helping patrons with location of materials.
- Organized and shelved books, assigned barcodes, and entered data.
- Created and updated item records in the NOTIS central database system.
- Searched and edited bibliographic records in both OCLC and NOTIS database systems.
- Issued borrowers' cards, assessed library fines, and worked with patrons regarding these and other policy-related matters.

TEACHING & OTHER WORK EXPERIENCE

Community Integration Specialist, *Lutheran Social Services*, Madison, WI; Dec. 1998 - April 1999

- Developed / coordinated programming at an intensive social club serving chronically mentally ill and chemically addicted clients.
- Scheduled, motivated participation, and led support and discussion groups and various recreational activities.
- Also, managed meal preparation, oversaw general maintenance of the building, and delegated related tasks to participants.

Claims Processor, *Wisconsin Physicians Services Corporation*, Madison, WI; 1994-'98

- Maintained files for original claim documents and computer tapes.
- Retrieved requested information for other departments as needed to fully and accurately process claims.

Teaching Assistant, *UW Dept. of African Languages & Literature*, Madison, WI; 1985-'86

- Participated in teaching sections made up of about 150 students during three consecutive semesters.
- Helped design test questions and graded student exams and papers.
- Led class discussions.

Trainer, *United States Agency for International Development*, Ghana; 1979-'82

- Designed and presented instructional modules on management, development planning, community development, resource use, team building, communication, budgeting, and tax administration
- Consulted with government and non-governmental organizations on these and similar issues.
- Became heavily involved in community development by encouraging local governments to undertake self-help projects such as health centers, social centers, and wells.

ORGANIZATIONS

Wisconsin Library Association African Association of Madison

References provided at the reader's request