

## Laura Burdette Melton

[address deleted]

[email deleted]

### Education

University of Washington, Masters of Library and Information Science student [degree expected June 2004]  
B.A. Mount Holyoke College, European Studies and German Studies double major, magna cum laude

### Job Experience

September 1999 - May 2000

Assistant in the Language Resource Center at Mount Holyoke; provided multimedia (computer, audio, video) support to students and faculty

June and July 2000

General counselor at Merriwood Ranch summer riding camp; led campers through swimming, tennis, and riding activities

March and April 2001

Internship at the Museum der Arbeit, Hamburg, Germany; worked in archives, learned from staff about their aspects of the museum, learned Faust database program

September 2001 - May 2002

Administrative Fellow in the International Affairs Office at Mount Holyoke; redesigned office webpage, helped develop a career center workshop for jobs abroad, designed surveys to discover students' needs, revised study abroad handbook, and helped advise prospective study abroad students

### Study Abroad

September 1996 - July 1997:

AFS exchange in Burgundy, France; dealt with culture shock and host family conflicts

September 2000 - July 2001:

Smith College in Hamburg, Germany; lived and worked independently in an unfamiliar academic and cultural system

### Skills

Languages: English (mother language), French (very good), German (very good)

Computers: Web skills: HTML, CSS, SSI, JavaScript, CGI, PHP, accessible design  
Windows 95/98/2000/XP, Linux (Mandrake, Debian), word processing, scanning, OCR, CVS, relational databases (MySQL), Dreamweaver, PowerPoint, Photoshop  
Basic knowledge: Mac OS, Unix, spreadsheets, C++, Perl

Other: Brailist in training

### Web Portfolio

Writer and designer of semi-official Frequently Asked Questions document for college computer newsgroup:  
<http://www.mtholyoke.edu/lits/network/q1/>

Designer of Mount Holyoke International Affairs website:  
<http://www.mtholyoke.edu/offices/ia/>

Personal web page:  
<http://students.washington.edu/lbmelton/>

### References

Joanne Picard, Dean of International Affairs, Mt. Holyoke Coll., [address deleted]  
Jeremy King, Assistant Professor of History, Mt. Holyoke Coll., [address deleted]  
Gabriele Wittig-Davis, Professor of German Studies, Mt. Holyoke Coll., [address deleted]  
Matthew Saxton, Assistant Professor, UW Information School, [address deleted]