

LAURA MELTON

[address deleted]
[address deleted]

[phone number deleted]
[email deleted]

OBJECTIVE:

Library system administrator position challenging my skills in technology, librarianship, and customer service.

SUMMARY OF QUALIFICATIONS:

- Dynix ILS system administrator
- Exert personal initiative, creativity, and technical expertise to troubleshoot problems and improve system functionality
- Translate technical concepts into language which is understood by staff and by customers
- Work well independently and in collaboration with other staff
- Experience with SQL, Recall, HTML, CSS, JavaScript, Java, XML, and UNIX
- Fast and self-supporting learner
- Recognized for providing excellent customer service

RELATED WORK EXPERIENCE:

ITS Student Intern at the King County Library SystemApril 2003 to present

- Responsible for managing and maintaining Dynix ILS
- Initiated, developed, documented, and supported new shelf-list report functionality for branch staff
- Scripted report to collect critical data about the volume of items being shipped between branches
- Improved generation of biweekly new books data, saving 2-3 hours of work time every other week

PROFESSIONAL ORGANIZATIONS:

Public Relations Officer for UW chapter of the American Society for Information Science and Technology
American Library Association and Public Library Association member

EDUCATION:

University of Washington, Seattle, WA

Masters of Library and Information Science, GPA: 3.7anticipated June 2004

Coursework includes study of databases, information retrieval, cataloging, and reference through a concentrated user-centered approach: *Information Systems, Architectures, and Retrieval; Content Management Logical Design; Information Retrieval Systems; Library Technology Systems; Catalogs, Cataloging, and Classification; Principles of Information Services*

Mount Holyoke College, South Hadley, MA

B.A. in European Studies and German Studies (double major), **magna cum laude** May 2002

STUDY ABROAD:

AFS exchange in Burgundy, France September 1996 – July 1997

One-year high school exchange; lived with host families

Smith College JYA at the University of Hamburg, Germany September 2000 – July 2001

Lived and worked independently in an unfamiliar academic and cultural system

OTHER SKILLS:

Speak and write both French and German very well

Have installed both Mandrake and Debian Linux on personal computers

Volunteer brailist for the Washington Talking Book and Braille Library

OTHER WORK EXPERIENCE:

Administrative Fellow, International Affairs Office, Mount Holyoke College..... September 2001 – May 2002

Intern, Museum der Arbeit, Hamburg, Germany March and April 2001

General counselor, Merriwood Ranch, Dallas, TX Summer 2000

Assistant, Language Resource Center, Mount Holyoke College..... September 1999 – May 2000