

Master's Degree in Library and Information Science, May 2020 (GPA: 4.0)
Simmons University, Boston, MA

LIBRARY AND INFORMATION SCIENCE EXPERIENCE

Crossett Library, Bennington College, Bennington, VT, U.S.

Library Intern, June-August, 2019

S.J. McKee Archives, Brandon University, Brandon, MB, Canada

Archives Intern, September-December 2018

Member, American Library Association

WORK EXPERIENCE, U.S.

Schenectady County Public Health Services, COVID-19 Response Team

Public Health Communicable Disease Specialist, August – November 2020

- Case Management using CommCare cloud-based software.
- Contact Tracing using CommCare.
- Main Call Center operations.

Bennington College, Business Office

Assistant to the Vice President for Finance and Administration, September 2014-July 2017

- Calendar management, travel arrangements, coordinating meetings and special events.
- Editing and preparing all Business Office correspondence, including materials for Board of Trustees and Committee meetings.
- US tax form preparation and filing (1042, 1042-S, LC-142).
- Management of insurance renewals and claims.
- Special projects as needed, such as Transfer Student Outreach for the Admissions Office.
- Official Staff Speaker at Convocation, August 2016.

New York University/Tisch School of the Arts, Interactive Telecommunications Program (ITP) Budget Coordinator/Administrative Assistant,
November 2003-September 2014

- Made & coordinated travel arrangements for Department Chair, Faculty, and students as needed.
- Managed the operational budget and submitted invoices for material & equipment purchases, outside consultants, and student & faculty reimbursements.
- Assisted with hiring and supervising student workers.
- Updated web content such as Faculty bios and News & Events.
- Purchased office supplies, maintained general inventory, and reconciled budget.
- Managed/edited student, alumni, and faculty letters of recommendation.
- Coordinated, managed, and promoted special events.
- Petty Cash Manager.
- Department Credit Card/Corporate AMEX management.
- Personal assistance to the late Red Burns (ITP Founder, Former Chair, and Chief Collaborations Officer) until August 2013, and other faculty and administrators as needed.

Canadian work experience available upon request (September 2017-March 2020)

SPECIALIZED SKILLS

- Proficient in Microsoft Office Suite, PeopleSync, Google Suite, Drupal, WordPress, VoiceThread, Audacity and iMovie.
- Basic HTML, CSS, JavaScript.
- Efficient, organized, adaptable, and able to multi-task.
- Project management skills.
- Problem solving and crisis-management skills; able to work well under pressure.
- Works well individually, and in group settings.

EDUCATION

- MLIS '20, Simmons University, Boston, MA.
- BFA in Performance '02, Salem State University, Salem, MA.
- Producing and Voice Over Acting, New York University, New York, NY.
- Acting and TV Production, Middlesex County Community Technical College, Middletown, CT.
- Drama, Hofstra University, Hempstead, NY.