

Education

- Sept. 2002 to
April 2004
- Master of Information Studies
Faculty of Information Studies, University of Toronto
- Prizes won: (1) 2004 Ontario Library Association Anniversary Prize (highest academic standing in the MIST program); (2) Gertrude M. Boyle Award in Cataloguing
 - Student council member: chair of Academic Affairs committee
- Sept. 1998 to
April 1999
- Book and Magazine Publishing Program
Centennial College, Toronto
- Graduated with honours
 - Selected for search committee for new head of program (fall, 2002)
- Sept. 1993 to
Feb. 1994
- Desktop Publishing Specialist
South Winnipeg Technical Centre, Winnipeg, MB
- Earned certificate for program excellence
- Sept. 1986 to
June 1990
- Bachelor of Arts (Honours) in English Literature
University of Manitoba, Winnipeg
- Graduated with first-class honours

Employment

- Assistant
Library
Technician
Univ. of Toronto
Sept. 2002 to
Aug. 2003
- Circulation services, patron assistance, reference help and collection shifting and inter-filing at busy science library
 - Committed to excellence in patron service
 - Efficient shelving and shelf-reading
- Freelance
Web Designer
Toronto
Summer 2003
- Redesigned site for Comparative Program on Health and Society, Munk Centre at University of Toronto (<http://www.utoronto.ca/cphs/>)
 - Focused on simple, clean design and well-structured layout
- Staff
Writer
Quill & Quire
Magazine
Toronto
2000 to 2002
- Interviewed, researched and wrote feature-length and breaking news stories on Canadian publishing, bookselling and librarianship for leading Canadian trade journal
 - Juggled multiple deadlines and simultaneous assignments for monthly magazine and twice-weekly electronic newsletter
 - Duties also included editing, proofreading and book reviewing
- Assistant
Publicist
Diane Hargrave
Public Relations
Toronto
1999 to 2000
- Publicized a wide range of new books from Canadian publishers
 - Pitched titles and special events to media
 - Duties included office management, coordination of media mailings, mailing list upkeep and writing press releases

- Staff Reporter
Empire Publishing
Company
Viriden, Manitoba
1994 to 1998
- Extensive reporting and photography at active weekly newspaper
 - Covered general news, municipal politics, issues in agriculture, arts and entertainment, and sports
 - Duties included layout and design of miscellaneous print jobs at print shop, including letterhead, business cards, and invoices

Skills summary

- Research
- Familiar with a wide variety of print and electronic reference tools, commercial databases and government documents
 - Skilled online searcher using Boolean operators and truncation
 - Familiar with best practices of reference service and bibliographic instruction
- Information management
- Knowledge of AACR2 and MARC 21 cataloguing, collection management, keyword indexing and thesaurus construction
 - Able to evaluate usability and usefulness of user interfaces
- Communication
- Journalist background; ability to write clear, well-structured prose
 - Confident public speaker
 - Strong interest and willingness to teach bibliographic instruction to small and large groups
- Technical
- Familiar with concepts of database development and management, HTML-based web design and automated library systems
 - Software proficiencies include Microsoft Office, DreamWeaver MX, QuarkXpress, Adobe PageMaker, Photoshop and Illustrator

Selected publications

From *Quill & Quire*:

- “Don’t Shush Them In” (cover story about teenagers and libraries, June 2003)
- “Building a Better Distributor” (cover story about Canadian book distribution, July, 2002)
- “On Reserve” (Feature about libraries on First Nations reserves, May 2002)
- “The shrinking review section” (news story, January, 2002)

Professional activities

- Member of Ontario Library Association and Canadian Library Association
- Editor of “Student Perspectives” column in *OLA Access* magazine (fall 2002 to spring 2004)