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## **Education**

**Master of Science in Information:** School of Information, University of Michigan. April, 2006.  
(Specialization: Archives and Records Management)

**Master of Arts:** Harvard University. History. 1992. (Specialization: Medieval Europe)

**Bachelor of Arts:** University of Toledo. History. 1990.

## **Projects at the School of Information**

**Archival Appraisal and Processing** (Practical Engagement Workshop in Archives and Records / Elizabeth Yakel) Assisted at donor meetings and began processing of a sixty linear foot collection of records at the Bentley Historical Library, University of Michigan, under the supervision of Brian Williams of the University Archives and Records Program.

**Collection Policy Proposal for the Book Trade in Michigan** (Practical Engagement Workshop in Archives and Records / Elizabeth Yakel) Researched and presented to the senior staff of the Bentley Historical Library, University of Michigan. Provided a brief overview of retailers and publishers in Michigan and a prioritized list of recommended donors and contacts.

**Book Recommender Project** (Practical Engagement Workshop: Digital Librarianship / Maurita Holland) Member of the initial design team for a book recommender feature for the Internet Public Library. Provided book industry experience, a conceptual framework for subject headings, and feature recommendations based on a survey of existing internet-based recommender systems.

**Usability Evaluation** (Evaluation of Systems and Services / Judith Olson) Group project. Contributed user personas and scenarios. Conducted comparative evaluation, user survey, usability test, heuristic evaluation, and vocabulary/visual display analysis of the University of Michigan Marketplace website.

## **Selected Courses at the School of Information**

**Access Systems for Archival Materials** (Elizabeth Yakel) Tools and methods for providing access to primary sources, including finding aids, subject guides, EAD, and MARC.

**Management of Electronic Records** (Margaret Hedstrom) Challenges posed to archivists by electronic media and the latest methods available for their preservation.

**Research Seminar on Archives and Institutions of Social Memory** (Margaret Hedstrom) Paper, based on original research, concerning Sir Hilary Jenkinson's role in the formation of an archival profession.

**Processing the Past: Experience, Authority, and the Institutions of Social Memory** (Francis Blouin and William Rosenberg) How people and societies understand the past, and the active role played by archives and archivists in the interpretation of history.

**Material Culture and the Interpretation of Objects** (Robert Frost) Interpretative frameworks for understanding the influence of objects and written materials on human cultures.

**eCommunities** (Paul Resnick) Fostering online communities to enhance an institution's web presence.

## **Experience**

**Graduate Reference Assistant**, Bentley Historical Library, University of Michigan,  
Ann Arbor MI (2006)

- Responded to reference requests by researching library resources and providing annotated accounts of documents and collections relevant to the query.
- Used Google Book Search to update a list of monographs that made use of research materials from the library's collections. New titles were submitted in html to the library's acquisitions archivist.

**Student Processor**, Bentley Historical Library, University of Michigan, Ann Arbor MI (2005)

- Processed, organized, and created finding aids for three collections in the Michigan Historical Collections division (David R. Byrd Papers, David R. Bassett Papers, Rackham Student Government Records) and one record group in the University Archives and Records Program (Michigan Interscholastic Forensics Association Records).

**Book Buyer/Merchandiser**, Borders Group Inc., Ann Arbor, MI (1993-2003)

- Responsible for purchasing key book sections in over 350 **Borders Books and Music** stores throughout continental United States, Hawaii, Alaska, Singapore, and Puerto Rico. Analyzed daily, weekly, and annual sales data to select new titles and to re-evaluate sales patterns in existing inventory.
- Worked with over fifty representatives of trade, university and small presses on a regular basis to ensure competitive delivery of new and breaking titles to Borders stores; to select titles for marketing promotions; and to gain up-to-date knowledge of industry trends. Attended annual Book Expo of America to assess the current state of the industry and to confirm purchasing and merchandising procedures.
- Drew on sales analysis and knowledge of industry trends to maintain quality selection in American History and Political Science (1996-2002) and Science Fiction (1993-1996), and to create new section of Graphic Novels (1993-2001). Ensured a broad selection of the best and most popular titles to meet the needs of a diverse customer base.
- Created new position of Regional-Interest Buyer in order to identify and to foster new profit opportunities in local and regional markets throughout the continental United States. Selected titles for the new section. In concert with marketing department, expanded the company's program of regional promotions to spur customer awareness and enthusiasm for the new section. Assisted retail department in establishing better lines of communication between corporate office and the stores to ensure quick response to new market trends.
- Compiled and presented to management biannual reports on subject categories, including current trends, projected sales and expenditures, and recommended marketing promotions.

## **Technical Skills**

**Business:** Microsoft Office (Word, Excel, PowerPoint)

**Markup software and language:** Dreamweaver, HTML

**Data structure standards:** MARC, EAD