

Education:

- M.L.S., Queens College of the City University of New York (2000)
- M.F.A. (studio art-printmaking), State University of New York at Purchase (1993)
- B.F.A. (studio art, with a minor in art history), University of Buffalo (1990)

Library Experience:

- Pratt Institute, Pratt Institute Libraries (June 2005- Present)

Head of Technical Services

- Manage all aspects of libraries' Technical Services Department (Acquisitions, Serials receipt, Bindery, Cataloging, Mending, ILS utilization)
- Manage libraries' Computing Services Department (Desktop support, Departmental servers and departmental domain)
- Supervise and train Technical Services' administrative, clerical/technical, and student staff in all aspects of department's procedures and Institutional policies (2 administrators, 4 clerical, and 7 students)
- Database maintenance in Library's ILS and OCLC (utilizing MARC, AACR2, LCSH, and Dewey Classification)
- Vendor relations for all aspects of Technical Services (book vendors, serial vendors, back issue vendors, binders, etc.)
- Member of the Library Management Team, which oversees the implementation of library wide policies, procedures and projects
- Member of various Library committees (such as Library Advisory Committee, Collection Development, Student Hiring Committee)
- Serve on Institute wide Technology Advisory Committee, which oversees the implementation of Institute wide policies, procedures and projects related to computing services
- ILS Migration Team Co-Chair for Libraries' migration from Sirsi-Dynix's Horizon to Innovative Interfaces' Millennium ILS (2007)
- Complete space re-design of Technical Services Department while taking lead on library-wide re-carpeting project (summer 2006)
- Perform reference desk services on a regular basis

- New York University, Institute of Fine Arts Library (June 2000-May 2005)

Library Administrator

- Managed and trained clerical and student staff in all aspects of library procedures
- Developed technical services workflows (including acquisitions receipt)
- Original and copy cataloging directly into NYU's GEAC Advance system
- Database maintenance in library's online catalog (including authority work)
- Member of the NYU Cataloging Working Group, VTLS Virtua Implementation (2004-2005)
- Member of the Libraries' Strategic Planning Committee (2002-2003)

- New York University, Institute of Fine Arts Library (July 1998-May 2000)

Library Assistant

- Copy cataloging of monographs using RLIN and NYU's GEAC Advance system
- Managed serial collection (check-in, record maintenance, claiming, and ordering)
- Bindery coordinator for monographs and serials

- Purchase College Library (February 1992-May 1993)

Student Assistant

- Assisted in all aspects of library's circulation department (including circulation desk, reserves, and re-shelving materials)

Other Work Experience:

- The Morgan Library (2007-2008) – *Part time cataloger*
 - Cataloging off prints and analytic titles from the Edith Porada collection into Endeavor's Voyager ILS
- Blumka Gallery (2005-Present) – *Independent Contractor*
 - Cataloging monographs and auction catalogs, inventory of materials not entered into catalog, bindery enclosures for preservation

Professional organization activities:

- American Library Association (ALA) (1999-)
 - Division memberships: *Association for Library Collections & Technical Services ; Library & Information Technology Association ALCTS Cataloging and Classification Section, Subject Analysis Committee: Subcommittee on FAST [Faceted Application of Subject Terminology] (2004-) Subcommittee on the Future of Applied Subject Headings (2007-2009)*
 - Round Table memberships: *Social Responsibilities Round Table*
- Art Libraries Society of North America (ARLIS/NA) (2001-)
 - ARLIS/NY member (1999-)
- New York Technical Services Librarians (NYTSL) (1999-)
 - Secretary (2003-2005) ; Programs Co-Chair (2007-)

Other professional memberships:

- American Association of Museums (2004-)

Civic memberships:

- Friends of Ridgewood Library (2003-)
- Ridgewood Property Owners and Civic Association (2003-)
 - Board member (2006/2007, 2008-)
- New York City Queens' Community Board 5 (2008-)
 - Transportation & Public Transit Services Committees (2006-)
 - Environmental Services Committee (2008-)
 - Executive Committee (2009-)

Computer Skills:

- PC and Macintosh proficiency, MS Office Suit, OpenOffice, MS SharePoint, Adobe Creative Suite, broad Internet skills, HTML.
- MARC, OCLC's First Search & Connexion Client Interfaces, III's Millennium ILS, Ex Libris' Voyager cataloging client, LC's Cataloger's Desktop, LC's Classification Web, WebDewey, ArcView GIS, various full text and citation databases.

Language Skills:

- Working bibliographic knowledge of Italian, German, Spanish, and French.