

## Jane Doe

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### Professional Experience

#### Reference Librarian

May 2015 -Present

#### Local History & Genealogy Librarian

January 2012 -Present

Fun Public Library - Boone, WA

- Preserve, maintain, and provide access to the collections in the library's Local History & Genealogy Room
- Provide local history and genealogy reference and research services via email, phone, written correspondence, and in -person interactions.
- Arrange, describe, and catalog collection materials
- Plan, coordinate, and conduct local history and genealogy -related adult programming
- Update the library's website and create the monthly e -newsletter
- Spearheaded a project with Newspapers.com in digitizing a majority of the library's collection of local Belvidere newspapers
- Project Manager of the Boone History Project committee in the creation of a book on Boone history for the "Images of America" book series
- Member of the Boone Historic Preservation Commission

#### Oral History Intern

August 2014 -December 2014

UW-Madison Archives Oral History Program - Madison, WI

- Created metadata for dozens of oral history interviews in the program's collection and worked extensively with the Oral History Metadata Synchronizer tool
- Participated in several oral history interviews
- Served on the Local Arrangements Committee for the Oral History Association Annual Meeting, held in Madison from October 8-12
- Helped organize the Community Showcase at the Annual Meeting

#### Education Coordinator

August 2010 -January 2012

Vintage Wheels Museum - Birch Tree, WA

- Created educational outreach programs for elementary school classrooms, Scout troops, and adult groups
- Participated in designing, conducting research, and writing labels for new exhibits
- Gave guided tours of the museum
- Supervised museum volunteers at museum events, field trips, and clean-up days