
Data Librarian Resume

Job Objective

Seeking a job as Data Librarian in which my expertise, skills and dedication can help in the prosperity of the organization.

Highlights of Qualifications:

- Hands-on experience in management, maintenance and growth of data library
 - Immense knowledge of data research, acquisitions, management, analysis and retrieval methods and principles
 - Extensive knowledge of common metadata standards and database design principles
 - Proficient in using statistical and spatial software and data tools
 - Ability to select, negotiate and develop contracts with appropriate information vendors
 - Ability to detect and eliminate data inconsistencies, privacy and security issues
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Professional Experience:

Data Librarian
Ukpeagvik Inupiat Corporation
August 2012 – Present

Responsibilities:

- Developed and implemented data collection and management services and policies.
- Collected, analyzed and managed vast amount of data into library database.
- Obtained, monitored and maintained all print and electronic information resources and metadata.
- Created and updated online guides and web portals related to data library.
- Evaluated data needs of users and provided appropriate data research support.
- Oversaw and assisted with data discovery, curation and reuse activities.

Data Librarian
Scitor Corporation
May 2009 – July 2012

Responsibilities:

- Collected, archived, maintained and retrieved all data sets and resources.
 - Evaluated data for quality and accuracy and eliminated data discrepancies.
 - Handled, reviewed and resolved data requests from data library patrons.
 - Conducted negotiations and developed contracts with data vendors.
 - Communicated and liaised with database designers, programmers, and administrators for data management.
 - Developed, managed and implemented data library policies and procedures.
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Education:

Bachelor's Degree in Library and Information Management
Seminole State College, Seminole, OK

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