
Digital Librarian Resume

Job Objective

Digital Librarian with exceptional knowledge looking for a job in your company.

Highlights of Qualifications:

- Highly experienced in digital library development, management and maintenance
 - Profound knowledge of digital library standards, electronic records management and digital indexing systems
 - Outstanding knowledge of Microsoft Office, social media sites, library management systems and digital content management systems
 - Familiarity with digital cataloging, preservation, metadata standards and data linking
 - Ability to interpret and comply with library related intellectual property rights
 - Ability to develop and maintain user-oriented web interfaces and blogs
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Professional Experience:

Digital Librarian
Harvard University
August 2012 – Present

Responsibilities:

- Developed, implemented and documented policies and procedures related to digital cataloging and metadata creation.
- Created and reviewed metadata for digital library collections.
- Catalogued and tagged digital library materials with correct metadata.
- Researched, developed and implemented effective user interfaces and support tools.
- Evaluated and revised all new and existing digital library services.
- Interpreted and followed metadata and digitization workflows and standards, as applicable.

Digital Librarian
Emory University
May 2009 – July 2012

Responsibilities:

- Developed and implemented taxonomy for digital categorization, indexing and archiving of information resources.
 - Obtained, preserved and accessed digital collections of library.
 - Identified and reviewed user-based dataset needs and new data sources.
 - Developed and executed digital information search and retrieval processes, and digital reference services.
 - Trained and guided library staff and patrons in the use of digital collections and services.
 - Worked with external contractors and maintained complete and updated digital library collection.
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Education:

Bachelor's Degree in Library & Information Science
Lake Superior College, Duluth, MN

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