
Metadata Librarian Resume

Job Objective

Seeking work as a Metadata Librarian.

Highlights of Qualifications:

- Substantial experience of metadata library development, management and upkeep
 - In-depth knowledge of metadata formats, standards and schema, descriptive bibliography and cataloging procedures
 - Operational knowledge of using Integrated Library System and metadata management software
 - Familiarity with using computer programs, email and internet resources
 - Ability to create metadata and catalog library resources in all formats
 - Ability to interact with library personnel, library users and external parties, positively
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Professional Experience:

Metadata Librarian
Ohio University Libraries
August 2012 – Present

Responsibilities:

- Drafted and implemented metadata&cataloging policies and workflows for library resources.
- Developed, analyzed, improved and maintained metadata information.
- Interpreted and adhered to established cataloging and metadata standards.
- Prepared accurate and complete description of library resources and provided users with access to them.
- Created, maintained and managed digital archival collections and assets.
- Recommended, selected and used appropriate metadata schemas, and data dictionaries.

Metadata Librarian
University of Colorado
May 2009 – July 2012

Responsibilities:

- Developed, implemented and evaluated metadata and cataloging workflows and standards.
 - Assisted with resource digitalization projects and responded to bibliographic issues related to digital assets.
 - Prepared and maintained metadata templates and documentation for digitized and digital library collections.
 - Conducted and coordinated original and adaptive cataloging of library materials in all formats.
 - Wrote and maintained metadata library records, accurately and in a timely manner.
 - Served on appropriate committees and completed professional development trainings.
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Education:

Master's Degree in Library and Information Science
Baltimore Hebrew University, Baltimore, MD

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