

Nicole Usiondek

nicole.usiondek@gmail.com

www.nicoleusiondek.com

Educational Qualifications:

- Completed Masters of Library and Information Science from Wayne State University.
- Completed Master of Arts in History from Wayne State University.
- Completed Bachelors of Art in History from Oakland University.

Professional Experience:

12/2011- present *Lake Travis Community Library, Austin, TX*

Library Assistant

- Managing interlibrary loans (requests for lending and borrowing)
- Instructing patrons in the use of library resources and equipment
- Checking in & out library materials and issuing library cards etc.
- Managing library social media accounts
- Creating monthly calendars and newsletters
- Creation of promotional materials
- Computer maintenance
- Assisting with the supervising of volunteers
- Assisting with the catalog integrity (updating Apollo to ensure accuracy of records)

9/2011-12/2011 *St. Edwards University, Austin, TX*

Reference Desk Volunteer

- Assisting patrons with reference desk questions

1/2011-5/2011 Ask Now Texas

Virtual Reference Librarian Intern

- Provided online reference assistance to patrons.

10/2010-4/2011 *Dripping Springs Community Library Dripping Springs, TX*

Volunteer

- Special Projects for the Catalog Librarian
- Book Displays
- Creation of MARC records

12/2008-10/2010 *CME Group, LLC Chicago, IL*

Intellectual Property Paralegal

- Assisted with legal research
- Assisted with Records Retention Compliance
- Filed Copyright applications
- Project management
- Created a license agreement site and ensured that the site was user friendly and accessible to the viewing public

7-2005-5/2007 Thomson Scientific, Southfield, MI

Informality Analyst

- Participated in data integrity checks of the docketed informalities
- Conducted research on data informalities and country rule related payment issues
- Maintained a current working knowledge of patent country laws and assisted in the investigation of any country rule changes
- Reacted quickly to client requests using professional telephone manner and/or e-mail etiquette

Qualities:

- Excellent communication skills.
- Excellent interpersonal relationship development (the golden rule always applies to every situation).
- Strong time management skills.
- Excitement and passion for librarianship and helping others.

Skills:

I have experience with Office 2007 products, SharePoint, Lexis, West Law, copyright law, software as services (SAS), the internet, AACR2, Library of Congress and Dewey Decimal Systems, Dublin Core, MARC record creation and basic html.