

**Jessica W. Sanchez**  
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## EDUCATION

- Bachelor of Science** 2014  
University of Michigan – Flint, Flint, Michigan  
Computer Information Systems, Concentration in Web and Mobile Information Systems
- Master of Library and Information Science** 2008  
Wayne State University, Detroit, Michigan  
Concentration: Information Science
- Bachelor of Science** 2004  
Eastern Michigan University, Ypsilanti, Michigan  
Elementary Education, Minor in Mathematics and Science

## EXPERIENCE

- Digital Technology / Reference Librarian, Kettering University, Flint, Michigan 2009-Present
- Cultivate and implement digital initiatives for the library, including but not limited to improving the library's website and mobile services platform.
  - Supervised migration from hardcopy library reserves to electronic reserves.
  - Compile and assess statistics on reference services, library visitors, electronic reserves, and website usage.
  - Manage the library's Twitter, Facebook, and Delicious accounts.
- Research and Reference Librarian, The Boeing Company, St. Louis, Missouri 2008-2009
- Primarily responsible for research and reference, answering questions via chat, email, phone, and in-person.
  - Co-lead of Library Marketing Team; oversaw web marketing initiatives.
  - Designed a web marketing project that would track the popularity of library events.
- Lecturer, Wayne State University Library and Information Science Program, Detroit, Michigan 2008
- Lectured on Microsoft Excel to graduate students enrolled in the LIS 6080 course.
  - Provided feedback on graduate student projects covering MS Word, MS Excel, MS PowerPoint, MS Access, HTML, and other computer related topics.
  - Fielded questions from students and assisted them with problems via Blackboard, email, and in-person office hours.
- Library Clerk, Lincoln Park Public Library, Lincoln Park, Michigan 2007-2008
- Redesigned library website.
  - Instructed patrons on computing resources and resolved hardware, software and printing problems.
- Library Aide, Melvindale Public Library, Melvindale, Michigan 2006-2007
- Redesigned library website.
  - Supervised the Adult Computer Literacy Program.
  - Learned and trained others on SirsiDynix's Unicorn software.
  - Performed a variety of library tasks, including reference services, reader's advisory and technical issue resolution.

## PROFESSIONAL ASSOCIATIONS & MEMBERSHIPS

- Michigan Users Group of SirsiDynix Products, Treasurer, 2009-Present
- Michigan Library Association, Member, 2008-Present
- Student Organization for Library and Information Science (SOLIS), President, 2007-2008
- Student Organization for Library and Information Science (SOLIS), Vice President, 2006-2007

## **CERTIFICATES**

Microsoft Office 2003, Master Level Certification  
Basic Cataloging Certificate from MCLS

## **HONORS & AWARDS**

Session Speaker, C205: Pecha Kucha: 2.0 Top Tips, Computers in Libraries Conference, 2009  
Session Speaker, Using Facebook for your Friends Group, Friends of Michigan Libraries Annual Conference, 2011  
Recipient, Edith B. Phillips Scholarship, Wayne State University, 2007  
Recipient, Graduate School Masters Scholarship, Wayne State University, 2007  
Recipient, Board of Governors Grant, Wayne State University, 2007  
Recipient, LIS Program Travel Award, Wayne State University, 2007  
Recipient, Digital Humanities Summer Institute Scholarship, 2007  
Recipient, Digital Humanities Summer Institute Travel Award, 2007

## **TECHNICAL SKILLS**

*Operating systems:* Windows XP / Vista / 7, Mac OS X

*Software:* Microsoft Office 2003, 2007 and 2010, Adobe Photoshop, Audacity, iMovie, MovieMaker, Dreamweaver, FrontPage, Contribute.

*Web:* HTML, CSS, MySQL, ColdFusion, Wikis, Blogs, RSS, SharePoint, Facebook, Twitter.