

Joanna Lynne Smith

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Professional Profile

I am a tech-savvy information professional pursuing a career in records management. I have much experience with data entry and analysis, technical documentation creation, digital asset management, digital archives and records, research, clerical tasks, project management, reference services, and event planning. I am an outgoing self-starter, excellent communicator, detail-oriented problem solver who is proficient in the Microsoft Office 365 Suite, especially Excel, and who works well with all personalities at all levels of the company. I am capable of assessing and prioritizing multiple tasks and working within deadlines. I work well independently and as a contributor to any team, and I have an interest in military aircraft records.

Education

- **BrainStation:** Data Analytics Online Certificate Course, Expected Completion Date: June 2020
 - **BrainStation:** Python Programming Online Certificate Course, Expected Completion Date: May 2020
 - **UCLA:** Master of Library & Information Science, June 2019
 - **UC Berkeley:** Bachelor of Arts in Film Studies & Rhetoric, December 2010
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Relevant Work Experience

Information Literacy Instructor (Temporary), *Colorado State University*, February 2020-April 2020:

- Taught 7.5 hours of information literacy courses supporting the university's undergraduate college composition program, created instructional video about library resources for remote learning initiatives, researched how other universities' libraries' websites provide information to their patrons about journal subscriptions and cancellations, and then crafted report to provide the CSU Libraries team with suggestions on how to provide similar information on journal subscriptions to the CSU community.

Adult Services Reference Librarian (Temporary), *City of Torrance*, October 2019–February 2020:

- Provided reference and readers' advisory services to customers of all ages via in-person and phone interactions at Torrance Public Library, performed bibliographic searches utilizing the Internet and electronic databases, purchased items for the Playaway and Great Courses collections, redesigned spreadsheet to track library programs, performed data entry about reference interactions, planned and helped facilitate library programs.

Digital Archives Program Scholar, *UCLA Library Special Collections*, June 2018–September 2019:

- Processed 350+ born-digital materials, including DVD's, CD's, and floppy disks, containing various documents, records, emails, and more. Responsibilities included developing file systems for materials, creating technical documentation about my process, generating README log-pages providing information about processing the materials, making digital copies of materials for preservation purposes, observing materials' content using forensic imaging software, searching for confidential information to redact, creating description for finding aid, transferring files into publicly accessible platforms, troubleshooting software, training staff.

Archives & Collections Intern, *NBCUniversal Archives*, January 2019-March 2019:

- Created inventory records for new items in collection, performed inventory check of backlogged items in collection and updated records as needed, assisted with setting up various vendor exhibits.

Graduate Student Researcher, *UCLA Information Studies Dept.*, October 2017–June 2018:

- Searched archives and electronic databases for records related to UCLA professor's research on TV history, digitized archival records as needed, created and maintained a database to catalog records, developed and maintained annotated index of records, wrote reports of my findings to demonstrate how these records related to each other and what the findings might suggest for the professor's research.

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Relevant Work Experience Continued

Substitute Librarian / Teacher, *Torrance Unified School District*, October 2016–June

- Managed library and classroom, taught lesson plans in an inclusive and supportive environment, assisted with library circulation tasks, implemented discipline as needed, created detailed end-of-day reports.

Film & TV Production Management Coordinator, *DreamWorks Animation*, February 2011-May 2016:

- Coordinated and managed daily operations for a team of 30+ employees, working closely with leadership to implement production schedules, track ongoing projects to completion in databases, follow up on outstanding issues, ensure smooth process working towards film screenings for studio heads.
 - Prepared recurring reports with output to President and executive leadership, distributed updates and progress reports to appropriate parties at central and remote locations, developed online database of production assets referenced by 10+ teams on daily basis, collected data to measure the success of our digital marketing campaign and created weekly reports of my findings with output to leadership.
 - Troubleshoot software issues, contacted software vendors to resolve problems and improve programs.
 - Planned events ranging from team meetings to company-wide events, created presentation slides and posters for pitch meetings, developed training curriculum and taught new staff.
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Activities & Leadership

Planning Committee, *Colorado Association of Libraries Conference* (May 2019-Present):

- Organize the CLEF Silent Auction, assist with general planning and setup of conference.

Chair, *UCLA Information Studies Student Governing Board* (October 2017-June 2019):

- Managed 10+ members of student governing board, facilitated department town hall meetings, oversaw budget for student groups, organized student events, served as representative for alumni meetings.

President, *UCLA Chapter of Special Libraries Association (SLA)* (October 2017-June 2019):

- Managed the student chapter board, scheduled and facilitated meetings, planned networking events with local professional SLA chapter, organized tours of special libraries.
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Scholarship Awards

2018 Beta Phi Mu Sarah Rebecca Reed Scholarship • 2018 Karen Gersten-Sternheim Memorial Scholarship

Skills

- **Office Skills:** Microsoft Office 365 Suite (Word, Outlook, PowerPoint, Excel, Access, OneNote, Teams); G Suite (Google Docs, Spreadsheets, Sites, Calendar, Hangouts); Atlassian Jira and Confluence; Adobe Photoshop and Acrobat; Video Teleconference Software (Zoom, Skype, BlueJeans); Echo360.
 - **Data, Library, & Web Skills:** Python; R; Tableau; MySQL; GitHub; OpenRefine; HTML; WordPress; BitCurator; Forensic Toolkit; Archivematica; ePADD; KryoFlux; SirsiDynix Workflows; Ex Libris Alma and Primo; Sierra LSP; CONTENTdm; Idea ALM; Oxygen XML Editor; LibApps; Filmmaking; Final Draft Pro; Final Cut Pro; iMovie; YouTube Studio; Facebook; Twitter; Instagram; LinkedIn.
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Relevant Coursework

- **BrainStation Coursework:** Data Analytics; Python Programming (April 2020-Present)
- **UCLA Coursework:** Digital Methods for Research and Scholarship; Cataloging; Metadata; Content Management Systems; Privacy in IT; Reference Services (2017-2019).