

AMY DONAHUE

EDUCATION

September, 2005-June 2007 University of Washington Seattle, WA

Master's Degree in Library and Information Science

- Relevant coursework in: Advanced Information Services; Catalogs, Cataloging, and Classification; Instruction for the Information Professional; Collection Development; Advanced Cataloging and Classification.

August, 2001-May 2005 Grinnell College Grinnell, IA

Double Bachelor of the Arts Degree in Mathematics/Russian Language and Literature

- Graduated Russian with Honors

PROFESSIONAL EXPERIENCE

January 2007-project completion Special Collections - UW

Processing Assistant to the Henry M. Jackson media archivist

- Assisting with the arrangement, description, and preservation of the photographic, audio (some in Russian), and moving image components of the Henry M. Jackson papers. Involves the use of XML and Encoded Archival Description (EAD).

June 2006-December 2006 Amgen, Inc. - Seattle

Library Intern

- Maintained presence at the library's Reference Desk. Performed circulation duties, journal check-in, and copy/original cataloging using Endeavor's Voyager ILS. Also helped with the library instruction class. Assisted patrons with known item searches and use of the library's resources.

August 2005-August 2006 Suzzallo/Allen Libraries - UW

Information Desk Staff

- Responsibilities included teaching patrons how to use library resources, circulation duties (on Innovative Inc.'s Millennium), and helping to train new student employees.

August 2002-May 2005 Burling Library - Grinnell College

Circulation Desk Senior Staff

- Basic responsibilities included circulation duties (Innovative Inc.'s Millennium), shelving, searching for missing books, and catalog instruction. Senior responsibilities included updating patron records, training new student employees, and working as a supervisor when the regular staff called in sick.

Other positions held: Russian bakery cashier (Seattle, summer of 2005), barista (Grinnell College, 2003-2005), math tutor (Grinnell College, 2002-2004), medical office assistant (Lewisburg, PA, 1999-2001).

ORGANIZATIONS/AFFILIATIONS

- Member of: American Library Association (ALA), Washington Library Association (WLA), Special Libraries Association (SLA), Ultimate Players Association (UPA).
- Recently held position of treasurer to the Association of Library and Information Science Students (ALISS), University of Washington.

PROJECTS/PAPERS

August 2004-May 2005

@ Grinnell College

Mentored Advanced Project (MAP)

- Interdisciplinary Library/Russian project on Russian library classification systems titled *Alphabet Soup: The BBK and the UDC: or a story of Russian library classification systems*

May 2003-September 2003

@ Grinnell College

MAP

- Mathematics project on virtual knot theory titled *Knot Theory!!!*

VOLUNTEER EXPERIENCE

- 2006-present
Hugo House Member Library, working with the librarian on sorting donations, cataloging projects, collection development, and user needs assessment.
- 2005-present
Co-captain of a Seattle Ultimate League team.
- 2001-2005
Grinnell, Iowa chapter of the Stork's Nest, a March of Dimes program, which provides baby care items as incentive for a point-based education/healthcare program.
- 1997-2001
Fundraising and community service activities with Lewisburg, PA Beaver Memorial United Methodist Church youth group.

SKILLS

Typing speed 75 WPM, familiarity with Mac and PC platforms, knowledge of Microsoft Office and Outlook, HTML/CSS webpage design experience, good organizational skills, ability to work independently or with others, strong reading knowledge of Russian, additional reading knowledge of Czech and Spanish.

INTERESTS

Ultimate Frisbee, playing jazz clarinet/saxophone, Eastern European contemporary culture and history, reading, hiking/camping, blogging, folksonomies, digital photography.