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# Sheriff Ola

## Information Specialist

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<https://29sola.github.io>

### SUMMARY

Friendly and disciplined information specialist, conversant with library systems and technology, and the foundational principles and practices of cataloging and metadata. Eager to join the technical services team in a library establishment to boost bibliographic and related resource organization and preservation. Previous library experiences include instructional technology assistance and computer maintenance and troubleshooting. Commended by a supervisor for strength in research and technical writing.

### EXPERIENCE

#### **The Balme Library, University of Ghana** - Student Computer Technician

2005 - 2006

- scheduled and performed regular computer maintenance and backups
- performed hardware and software installation on library and staff computers, and implemented minor troubleshooting and repairs
- downloaded patches and upgrades on all library-owned computers
- assisted in maintenance and scheduling of computer labs
- used library automation system to respond to patron enquiries

#### **The Balme Library, University of Ghana** - Instruction Technology Support (Student Employee)

2007 - 2009

- assisted remote learning instructors in setting up teaching contents on the KEWL LMS platform
- helped users resolve problems with accounts or access to instructional contents on KEWL
- answered support emails and similar queries from students and instructors
- reported complex support issues to Central IT department for expedited resolution

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- assisted course instructors in searching for, downloading and uploading specific multimedia contents and resources for inclusion in teaching
  - created and posted simple video and text-based tutorials on platform activities and troubleshooting tasks for users

**Institute of Statistical, Social and Economic Research, University of Ghana** - Research Field Assistant

2009 - 2010

- collected and analyzed data using survey tools like ODK Collect, CSPro and Survey-to-Go as well as statistical and GIS software such as ArcInfo 9, Stata and Microsoft Excel
- randomly selected and recruited subjects for interview following carefully designed sampling procedures, and interviewing ethics and best practices
- supervised student fieldworkers by issuing interviewing assignments and recording completion status
- liaised between student fieldworkers and research project supervisors
- managed budgets for fieldwork such as interviewer transportation, food and related logistical needs, incentive payments for interviewees, and acquisition of equipment to support field interviews

**EH Commodities, Liberia** - Procurement Analyst

2011 - 2014

- liaised between employer and vendors by exchanging and negotiating supply and purchasing information and demands
- documented business processes and generated monthly cost analysis reports
- kept a keen eye on company supply needs and took proactive actions to avoid supply shortages
- conducted business intelligence analysis to examine trends in commodity supply and demand as well as in local and international price dynamics

**Digital Media Center, Memorial University** - Digital Media Technician

Aug - Dec 2015

- used Adobe After Effect and Illustrator to edit multimedia contents generated from field-based student and faculty projects
- Took professional photography for formal and official usage using standards set by federal and provincial authorities
- professionally scanned paper-based documents and converted to electronic document formats such as .pdf using Adobe Reader
- Implemented minor troubleshooting for scanners, printers, and library computers

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## **Surrey Public Library, Surrey BC - MLIS Practicum Student**

Jun 2018

- gained first-hand, practical experience in the use of library system, SirsiDynix Horizon, for conducting reference services
- obtained practical knowledge of the cataloging and collection service systems implemented at Surrey Public library
- undertook web-based data collation and collection tasks to assist with development of a web project

## **EDUCATION**

### **University of British Columbia, Vancouver - Master of Science, Forestry**

Jan 2019 - Dec 2020

Supervisor: Dr. T.C.H. Sunderland

Dissertation explored information dissemination to support natural resource conservation in high forest zone communities

### **University of British Columbia, Vancouver - MLIS**

Jan 2017 - May 2019

Specialization: Data Services

### **Memorial University of Newfoundland, St. John's - MA Political Science**

Jan 2015 - Oct 2016

Supervisor: Dr. J. Scott Matthews

Masters research paper explored ethnicity influence on electoral communication

### **University of Ghana, Accra - BA Political Science with Information Studies**

Aug 2004 - Jun 2008

GPA: First Class Honors

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## PUBLICATIONS

1. Sunderland, T., Gaston, C., Dai, C., and **Ola, S.** (2020). Participation Challenges in Natural Resource Leadership for Women in Ghana. Manuscript submitted for publication
2. Ola, s. (2020). Women Leaders as Transfer Agents of Conservation Information in High Forest Zone Communities: Challenges and Opportunities. Manuscript submitted for publication
3. Ola, s. (2021). Measuring Progress in the AU's STI Agenda: a look at research production among selected African research institutions. Manuscript submitted for publication
4. Ola, s. A user experience assessment of virtual reference services in selected research libraries in Canada. Manuscript in progress
5. Ola, s. A supervised classification of e-libraries in Canada using selected web-based indicators. Manuscript in progress

## TEACHING

### **Faculty of Forestry, UBC** - Teaching Assistant

Sept - Dec 2019

- graded undergraduate assignment and term papers, providing substantive feedback on grammar and content
- collaborated with the UBC Writing Center to develop robust writing solutions to assist non-anglophone course members with English
- oversaw invigilation for mid-term and end-of-term examinations and ensured good and orderly conduct by students

### **Department of Political Science, MUN** - Teaching Assistant

Jan - May 2015

- assisted in development of course content for POSC 2300 (Introduction to Contemporary Politics) by editing instructor drafts and printing over 200 copies for distribution to course members
- created and delivered web-based tutorials on STATA data analysis for political science research
- graded term papers and provided substantive feedback on grammar and content
- invigilated mid-term and end-of-term examinations and ensured good orderly conduct by students

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## SKILLS

- Communication: Clearly present ideas in written & oral forms
- Analytical: Able to think critically & make evidence-supported decisions
- Computing: Good experience using computers and the internet to perform critical administrative tasks and projects
- Organizational: Independent & team-oriented work ethic. Good time management skills.

## TECHNICAL & LANGUAGE PROFICIENCY

- Research: knowledge of simple & complex survey design & implementation
- Instructional Design: completed UBC's certificate program in Teaching & Learning (2019)
- Web Development: intermediate knowledge of HTML, CSS, Javascript, XML, Wordpress, and Python programming
- Library Automation: familiarity with Koha, DSpace, SirsiDynix Horizon platforms
- Virtual Service Delivery: experience in providing online support for research & teaching
- Cataloging & Metadata: good knowledge of the principles and practices of cataloging and metadata.
- Familiarity with core metadata and cataloging standards including Dublin Core, Ecological Metadata Language, CDWA Lite, LCSH, Dewey Decimal Classification
- Knowledge of cataloging and metadata tools including Notepad Xml, MarcEdit, Oxygen XML, OCLC Connexion
- Strong English, Yoruba and Asante Twi proficiency. Basic knowledge of French

## EXTRACURRICULAR & LIFELONG LEARNING ACTIVITIES

- Member: VIMLOC (2017–to Present). Helped launch a UBC SLAIS chapter in 2018
- Member: BCLA (2017–to Present). Active membership
- Research Data Management & Sharing Certification (Coursera. in-progress)
- COMPTIA A+ Hardware Certification. (in-progress)

References available upon request.