



# Calista Donohoe



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Brooklyn, NY |



## SELECTED PROFESSIONAL & WORK EXPERIENCES

### Library Page at New York Public Library (New York, NY)

OCTOBER 2022 - PRESENT

- ❖ Assist and serve a diverse public by providing information and materials at the Art & Architecture Collection reference desk
- ❖ Independently complete various sorting and processing tasks while handling special and valuable articles
- ❖ Maintain organization of resource materials according to prescribed standards

### Baker, Cake Decorator, Trainer at Brooklyn Whiskers (Brooklyn, NY)

NOVEMBER 2021 - OCTOBER 2022

- ❖ Kept an extensive menu of pastries prepped and stocked throughout the day
- ❖ Trained new employees on completing daily schedule in an efficient manner
- ❖ Compiled inventory of wholesale order items and prepared special orders as needed

### Multimedia Archive Volunteer at Rainforest Foundation US (Brooklyn, NY)

MARCH 2022 - AUGUST 2022

- ❖ Reviewed, cataloged, and filed a large collection of photos dating back to non-profit's founding in 1988

### Manager, Trainer, Baker at Make, Believe Bakery (Denver, CO)

APRIL 2018 - OCTOBER 2021

- ❖ Assessed bread production team's responsibilities and delegated tasks
- ❖ Created and implemented a schedule to efficiently make, shape, and bake hundreds of breads and pastries on a daily basis

### Pastry Cook, Trainer, Baker at Daylight Mind (Kailua-Kona, HI)

JANUARY 2017 - DECEMBER 2017

- ❖ Taught new employees about bread-making processes, specialized techniques, and necessary equipment
- ❖ Prepared dessert items from scratch for three locations

### Captioning Coach & Captioning Assistant at CapTel, Inc. (Milwaukee, WI)

MAY 2015 - AUGUST 2016

- ❖ Provided accurate, real-time telephone captioning services for the hearing impaired
- ❖ Closely monitored new employees during real-time captioning and provided feedback while enforcing quality standards, confidentiality policies, and call floor guidelines.

## SELECTED EDUCATION

### Pratt Institute

Master of Library & Information Science Candidate  
AUGUST 2022 - MAY 2024 (Anticipated)

### Metropolitan State University of Denver

Bachelor of Arts in English, Minor in Linguistics  
AUGUST 2020 - DECEMBER 2021

- ❖ GRADUATED SUMMA CUM LAUDE

### University of Wisconsin - Milwaukee

JANUARY 2013 - MAY 2016

- ❖ 3.96 GPA

## AWARDS & RECOGNITIONS

### Provost's Award

Awarded by MSU Denver in December 2021

### English Department Graduate Honoree

Awarded by MSU Denver in December 2021

### President's Honor Roll

Awarded by MSU Denver in May 2021

### Dean's List

Awarded each semester while attending UW-Milwaukee

## SKILLS & INTERESTS

- ❖ **Skills:** Time management; prioritization; research; communication; Google Workspace; Sierra
- ❖ **Interests:** Drawing/illustration; painting; printmaking; photography; reading; history; hiking; camping; cats