

Megan Potterbusch

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@librarpotter

PROFILE

Innovative librarian, with two years specialized experience in the library field, committed to actively engaging with cutting-edge developments in information science, particularly data services and digital preservation, to support the changing needs of library users.

LIBRARY EXPERIENCE

Harvard-Smithsonian Center for Astrophysics John G. Wolbach Library, Library Assistant June 2014 – Current

- Design and create an interface and underlying database of journal publication data pulled from an API.
- Collaborate with astrophysicists and librarians on discoverability projects and [publications](#).
- Create and curate digital library collections such as the [Astronomy Thesis Collection](#).
- Use OpenRefine and [Python to clean data](#) and create visualizations in Tableau.
- Write and run scripts to generate information for reports.
- Preserve informal scientific communications through an international collaborative project called [Arceli](#).

CERN, OpenLab Summer Internship Program - Zenodo, Intern with Zenodo Summer 2015

- Wrote help guides to increase usability of the Zenodo digital repository.
- Prepared documentation for best practices certification; included familiarizing myself with ISO 16363.
- Answered technical support questions.
- Curated featured uploads and European Union grant digital collection.
- Collaborated to write a [blog story](#) for the Software Sustainability Institute.

Earlham College Friends Archives, Student Worker Summer 2010

- Developed and utilized an inventory system for sensitive documents from the past 200 years.
- Assisted researchers with tasks as necessary.
- Maintained order within archives, including shelving and filing in different systems.

ADDITIONAL EXPERIENCE

MIT Museum, Facilitator Feb. 2014 – June 2014

- Greeted visitors and oriented them to the museum to facilitate a positive museum experience.
- Educated visitors about various exhibits.
- Processed new stock in gift shop and maintained orderliness of store.
- Enforced museum policies.

Outsource, LLC, Accounts Receivable Analyst Jan. 2012 – Dec. 2013

- Generated and utilized weekly reports from two databases to ensure financial security on properties.
- Communicated with sales team to obtain information needed for accurate reporting.
- Maintained positive business relationships with clients while following up on late or skipped payments and correcting billing and payroll issues, solving discrepancies as needed.

Outsource, LLC, Payroll Analyst June 2011 – Jan. 2012

- Entered time cards into payroll software with precision; generated and mailed invoices in accordance with our customers' particular needs.
- Liaised with clients and temporary employees regarding billable hours and addressed billing questions.
- Verified the error-free status of coworkers' time card entries.

SKILLS

Data Management Plans; Digital Repositories; Tableau; PHP; Python; MySQL; OpenRefine; Database interoperability; Training; Relationship Management; Social Media Management; Metadata; Schema construction; XML; JSON; Subject analysis; Blogging; Technical writing; Reference; Conversational Spanish; Microsoft Office Suite

EDUCATION

Simmons College	Masters in Library and Information Science	Jan. 2014 – August 2016 (anticipated)
Earlham College	Bachelor of Arts - Major in Women's Studies	Aug. 2006 – May 2010