

Leon Vance

Lvance@pratt.edu

[Phone number]

[Town], NY [Zip code]

Education:

Pratt Institute School of Information - Manhattan, NY

September 2024 - Ongoing

MS Library & Information Science

GPA: [TBD]

Oberlin College - Oberlin, OH

Graduation Date: May 2023

BA in Anthropology, Art History minor

GPA: 3.63

Relevant Experience:

Barnes & Noble: Bookseller

October 2023 - Ongoing

- Assisted customers in locating in-store items, locating and ordering items to store using the IBS Bookmaster software, and completing retail transactions
- Provided reading recommendations to customers based on knowledge of literature, the publishing industry, and current store inventory
- Performed merchandise inventory counts and reorganization

American Museum of Natural History:

North American Archaeology Department Internship

June 2023 - August 2023

- Worked directly with the Museum's North American Archaeology collection, largely comprised of manmade items from the late archaic period
- Photographed artifacts adhering to quality standards for reference photography
- Cataloged artifacts physically and digitally for permanent collections storage
- Took inventory of previously existing museum artifact collections

Notable Skills:

- Independent and collaborative worker
- Proficient in use of Windows and Mac Operating Systems
- Proficient in Microsoft Office Suite, Adobe Creative Suite, and Google Workspace
- Experience with use of database and integrated library system software
- 90 WPM typing speed