

THERESA SCHENK-WEBSTER

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INFORMATION MANAGEMENT SPECIALIST

METADATA | TECHNOLOGY | LIBRARY SCIENCE

Detail oriented metadata specialist with a master's degree in Library and Information Science. Proven expertise in cataloging materials in a variety of metadata formats and leading reclassification projects for multiple departments within libraries and information centers.

- **Technologically proficient** with a love of relational databases used to correct and update metadata and create new filters and reports. Quickly able to learn new tools and systems.
- **Leader and team player** with a track record of organizing information, materials, staff, volunteers, and locations to make them accessible and beneficial.
- **Consistently promoted** and given additional responsibilities due to proven track record of excellent performance.

Create & Edit Records
Catalog Materials
Metadata Formats
Taxonomy Terms

HTML, CSS & JavaScript
Database Management
Research & Analysis
Writing & Communication

Process Improvement
Indexing
Critical Thinking
Content Management

PROFESSIONAL EXPERIENCE

Radiant Health, Remote (2018–Present)

CONTRIBUTING WRITER

Research and review medical research studies and health-related trends to write detailed analyses and easily understood explanations for public readers.

Ashland Public Library, Remote/Ashland, OH (2006–2017)

PUBLIC SERVICES MANAGER | METADATA SPECIALIST

Selected to serve as manager for adult services, IT, and circulation departments. Point person for Technical and Support Services department, supporting cataloging and processing. Researched, trained, and implemented multiple reclassification processes, increasing circulation and improving the patron experience.

- Spearheaded the reclassification of fiction and non-fiction books for entire adult collection; developed local taxonomy for fiction genres and non-fiction subjects.
- Led the reclassification of CD music collection from ANSCR classification to a locally created, genre-based taxonomy.
- Collaborated with management and technical team to lead the development of Dewey Light taxonomy for adult nonfiction.
- Project managed the transition from a server-heavy environment to cloud-based services. Collaborated with vendors, consultants and IT staff to update and reduce servers, reducing costs and improving security and uptime.

Memphis Public Library and Information Center, Memphis, TN (2001–2006)

PUBLIC SERVICES SUPERVISOR (2004–2006)

Managed the “Ready Reference Team” for the Central Library and library system. Led the development and expansion of virtual reference center. Developed and trained staff.

- Organized annual comprehensive review and weeding of print collection; evaluated and developed print collection of materials including standing orders, serials, government documents, and microfilm.
- Headed development of electronic reference, introduction of chat, and expansion of email references services. Served as chair of Virtual Reference Task force.

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LIBRARIAN (2001–2004)

- Led classes for the public on basic internet searching, Microsoft Word, Excel, and PowerPoint; created and delivered presentations to staff and public on search engines, medical and toxicology databases, and finding/evaluation online health information.
- Evaluated, organized, and annotated health information websites for the Virtual Health Information Center; used online databases including journal databases and government publications.

EARLIER EXPERIENCE

Associate Producer, West Virginia Public Broadcasting | Production Assistant, Fitness Quest/Consumer Direct

EDUCATION

M.S., Library and Information Science, University of Illinois at Urbana-Champaign, Champaign, IL
B.S., Professional Video Production, Ashland University, Ashland, OH

Web Development, Design, and UX, Skullcrush.com
