

# PAUL HOLLMANN

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## OBJECTIVE

A librarian position with a aggressive and dynamic company, building on my Master's level education and successful academic, professional, and managerial experience.

## SUMMARY OF QUALIFICATIONS

- ♦ Master's in Information Resource & Library Science and BA in History
- ♦ Exceptional communication, interpersonal and records management skills
- ♦ Nationally recognized Library and Library Association memberships
- ♦ Creative, enthusiastic team player with a reputation for diligence and success in information and project management
- ♦ Seasoned academic researcher
- ♦ Highly organized multi-tasker with ability to prioritize in fast-paced environments (type 60wpm)
- ♦ Proficient in Microsoft Office, Windows, Mac OSX, Catalogues (e.g., WorldCat), AMOS tracking, UPS 10.0, and FedEx WorldShip.
- ♦ Quick to master additional programs as required

## EDUCATION

**Master of Information Resource & Library Science** ♦ University of Arizona ♦ May 2010

**Emphasis:** Archives and Digital Libraries, GPA 4.0

**Applicable Coursework:** Foundations of Library and Information Science, Research Methods for Library and Information Professionals, Introduction to Information Technology, Academic Libraries Practice and Administration, Digital Libraries, Organization of Information, Information Resources and Services, Information Resource Development, Issues in Culture and Information Technology, Database Development and Management, & Ethics for Library and Information Professionals.

**Certificate:** Microsoft Database Administration - currently attending

**Bachelor of Arts degree in History** ♦ Arizona State University ♦ May 2007

**Emphasis:** 20th century European History, Graduated Magna cum Laude, GPA: 3.8

### **Professional Memberships:**

Library Student Organization  
American Library Association

**Salary Expectation:** Open Negotiation

## TECHNICAL & MANAGERIAL EXPERIENCE

### **Collection Processor**

#### **Arizona Historical Foundation, Tempe**

**1/10 – 9/10**

- ♦ Successfully completed academic internship(January – May, 2010) then hired by AHF to PT position
- ♦ During five month internship, completed processing for three collections totaling over 25 linear feet
- ♦ In current role as Collection Processor, appraise for document fragility, identify any need for use of surrogates, and oversee general re-housing of materials
- ♦ Assist in development of an overarching policy that defines small manuscripts
- ♦ Appraise for incorporating backlog material within small manuscripts versus creating stand alone collections, including searching e-catalogs, WorldCat, and other appropriate databases
- ♦ Appraise for monographs, maps, photographs or other material that require special cataloging or handling
- ♦ Compare collection elements for accuracy re-titles and catalog descriptions and correct cataloging errors or omissions
- ♦ Incorporate new materials into the existing collection
- ♦ Catalog new materials
- ♦ Develop EAD-ready finding aids for the collections for posting on the AHF website (e.g., front matter, description, scope and content note, and data entry according to accepted archival standards) can be found at <http://www.ahfweb.org>
- ♦ Label and determine shelving arrangement for the collections

**Manager, Shipping & Receiving**

**Prime Time Thermographics, Tempe**

**8/05 – 3/07 & 10/07 - present**

- ♦ Oversee accuracy and shipment of 100-200 orders per day in a fast-paced environment
- ♦ Receive and distribute all incoming dispatch materials
- ♦ Manage information database (including software updates)
- ♦ Maintain all hard copy records including all invoices, paperwork, and tracking materials

**Manager, Shipping & Receiving**

**Flow Dynamics Inc., Scottsdale**

**4/07 – 10/07**

- ♦ Supervised all incoming shipments
- ♦ Inspected and distributed materials to in-house laboratory
- ♦ Directed annual inventory management
- ♦ Organized, packaged and shipped all new sales orders for global distribution
- ♦ Administered and maintained database of order acknowledgments and client shipping information

**PLEASE NOTE: EXCELLENT REFERENCES ARE AVAILABLE UPON REQUEST.**

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