

EMILY SCHMIDT

emily.s.schmidt@gmail.com | www.emilyschmidt.info | Brooklyn, NY

EDUCATION

- MSLIS** PRATT INSTITUTE, SCHOOL OF INFORMATION | New York, NY | Graduated May 2021
Master of Science in Library and Information Science, with Distinction
- BA** WESLEYAN UNIVERSITY | Middletown, CT | Graduated May 2010
Bachelor of Arts in American Studies, concentration in Urban Studies
Honors: Phi Beta Kappa (2010); Dean's List (every semester)
3rd year: New York/Paris Program, Columbia University Graduate School of Architecture, Planning & Preservation

LIBRARY EXPERIENCE

LIBRARY, NEW YORK SCHOOL OF INTERIOR DESIGN | Librarian | August 2021 - Present | New York, NY
Manage the day-to-day operations of the library's public and technical services, including hiring, training, and supervising ten student library assistants. Oversee two materials libraries as well as coordinate cataloging and database maintenance. Contribute to collection development, collection maintenance, acquisitions, in person and virtual reference, instruction, electronic resource selection, policymaking, and more.

NEWMAN LIBRARY, BARUCH COLLEGE (CUNY) | Library Assistant | February 2020 - August 2021 | New York, NY
Provide key support for Access Services by serving patrons at the circulation desk; circulating library materials using Aleph/Alma and ILLiad; managing and updating patron records; sorting and shelving books by LCC; shelf-reading collections; and answering questions about library services and policies for the college's busy sole library.

WATSON LIBRARY, METROPOLITAN MUSEUM OF ART | Library Fellow | September 2020 - May 2021 | New York, NY
Contributed to projects across the library, including adding metadata to library webpages; linking previously unpublished exhibition photography in the DAMS with the bibliographic records of digitized catalogs; conducting research for a new Index of African American Artists; updating patron records in Sierra; and supporting social media content.

OTHER PROFESSIONAL EXPERIENCE

U.S. CENSUS BUREAU | Enumerator | August - October 2020 | Brooklyn, NY
Visited households door-to-door to conduct in-person interviews for the 2020 Census, resolving difficult to close cases.

THE ARCHITECTURAL LEAGUE OF NEW YORK | July 2014 - July 2019 | New York, NY
October 2015 - July 2019 | Manager, Housing Initiatives
Developed and managed, from concept to implementation, more than two dozen public events and programs focused on the intersection of design, policy, and politics in housing. Served also as a Contributing Editor for the League's online magazine Urban Omnibus, authoring nearly 20 articles and commissioning and editing articles regularly.
July 2014 - October 2015 | Senior Editor, Digital Media
Conceived of and published new content, conducted interviews, wrote articles, and produced videos for the League's two websites.

buildingcommunity WORKSHOP | Planning Associate & Project Manager | July 2011 - July 2014 | Dallas, TX
Oversaw projects for the community design center using public outreach and engagement, research, mapping, storytelling, and other tools for community advocacy. Created Dallas's first comprehensive neighborhood map and established and secured funding for a program using data and spatial analysis to assist social service providers in informed decision-making. Supervised four people.

WRITING PROGRAMS, WESLEYAN UNIVERSITY | Ford Fellow | August 2010 - June 2011 | Middletown, CT
Awarded a competitive teaching fellowship to oversee the university's Writing Workshop and to plan and promote writing events. Responsible for training and supervising over 100 undergraduate writing tutors, conducting individual tutoring sessions, and editing student writing (including intensive work on a MA thesis in anthropology and BA thesis in sociology).

NORTH STUDIO, WESLEYAN UNIVERSITY | Outreach Intern | October 2010 - June 2011 | Middletown, CT
Designed and produced a 50-page project booklet, conducted research, assisted with RFP production, and oversaw outreach and mailings for potential clients for the university's award-winning design-build collaborative.

ARCHITECTURE I, WESLEYAN UNIVERSITY | Teaching Apprentice | January 2010 - May 2010 | Middletown, CT
Guided students, both in and out of class hours, and assisted the professor for the intensive introductory studio course.

WESLEYAN OFFICE OF ADMISSIONS | Senior Interviewer | September 2009 - May 2010 | Middletown, CT
Interviewed and evaluated over 60 prospective students for the admissions office and led group campus tours.

RELEVANT VOLUNTEER EXPERIENCE

BROOKLYN PUBLIC LIBRARY | Citizenship Exam Coach | November 2017 - August 2019 | Brooklyn, NY
Developed lesson plans for and led a weekly two-hour prep group for the U.S. naturalization exam, teaching civics, writing, reading, and interview skills.

HOUSING WORKS BOOKSTORE CAFE | Bookstore Sales and Inventory | October 2017 - January 2020 | New York, NY
Assisted patrons, priced and shelved books, operated register, and staffed public events during a weekly four-hour shift.

SELECTED PUBLICATIONS

Schmidt, Emily, and Rosalie Geneviro. "Calling All Architects: New Approaches to Old Housing." *Housing as Intervention: Architecture towards Social Equity*, edited by Karen Kubey, vol. 88, no. 4, John Wiley & Sons, Ltd., 2018, pp. 38-47.

Schmidt, Emily. "The Bible and the Billionaire." *Urban Omnibus*, 23 August 2017, urbanomnibus.net/2017/08/the-bible-and-the-billionaire.

Schmidt, Emily. "Typecast: The Row House." *Urban Omnibus*, 13 April 2016, urbanomnibus.net/2016/04/typecast-the-row-house.

Brown, Brent A., and Emily Schmidt. "Amplifying Community Voice: Neighborhood Identity Development." *Public Interest Design Practice Guidebook: SEED Methodology, Case Studies, and Critical Issues*, edited by Lisa M. Abendroth and Bryan Bell, Routledge Taylor & Francis Group, 2015, pp. 129-132.

Schmidt, Emily. "The Floating Library." *Urban Omnibus*, 01 October 2014, urbanomnibus.net/2014/10/the-floating-library.

PROFESSIONAL SKILLS

DIGITAL	Adobe Bridge, Illustrator, InDesign, Photoshop, Premiere Pro Camtasia Google Analytics Google Suite HTML/CSS Microsoft Office OpenRefine Project management: Asana, Basecamp, Slack, Trello SQL (basic) Python (basic) WordPress Zotero
LIBRARY	ArchivesSpace Ex Libris Aleph/Alma ILS ILLiad OCLC Connexion Springshare LibApps
LANGUAGE	Spanish (reading: intermediate, writing and conversation: elementary)