**GINA MONTI**

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**COMPUTER SKILLS & LANGUAGES**

**Software**: Microsoft Office Suite, Adobe Creative Suite, WordPress, PGAdmin (Postgres), Microsoft Visual Studio, IntelliJIdea

**Languages**: HTML, CSS, C#, Java, some Perl & Angular

**Operating Systems**: Windows & Linux (centOS shell and command land for servers)

**PROFESSIONAL HIGHLIGHTS**

BIBLIOMATION, INC.Nov 2019 – Present

Waterbury, CT

**Evergreen Systems Specialist**

* Supports integrated library systems software (web client)
* Upgrades web client code using Git Bash, Linux terminals, and online repository
* Trains library staff with instructional webinars
* Enhances web client with minor debugging and adjustments
* Collaborates with Evergreen community’s developers
* Manipulates and organizes data with SQL and PGAdmin
* Solves issues reported by web client users via OSTicket, VNC TightViewer, or Zoom

DURHAM PUBLIC LIBRARYJan 2017 – Nov 2019

Durham, CT

**Assistant Youth Services Librarian**

* Collaborated with staff and library patrons in library research and utilizing the catalog
* Developed programs and services for toddlers, children, tweens, and families
* Researched, pitched, and executed marketing strategies to promote library services and programs
* Maintained the young adult collection (fiction, nonfiction, graphic novels, board games)
* Recorded statistics programming attendance for the library’s monthly and annual reports
* Supervised library assistants, pages, and volunteers in shelving, program assistance, and special projects

CASE MEMORIAL LIBRARYSep 2015 – Dec 2016

Orange, CT

**Children’s Services Assistant**

* Developed new play area for children in managing space
* Recorded statistics for the library’s monthly and annual reports on Excel
* Scheduled and developed children programming
* Created publicity for programs and readers’ advisory

GUILFORD FREE LIBRARYMay 2013 – Sep 2016

Guilford, CT

**Reference Librarian**

* Taught computer classes using Prezi, Google Slides, and PowerPoint
* Cataloged library materials in RDA and AACR2
* Provided historical room research tours and digital archive maintenance
* Developed continuous technology education classes for adults for group classes or one-on-one appointments
* Beta tested and developed procedures/policies for technology public use
* Ran publicity for library programs using WordPress, Constant Contact, Microsoft Publisher, school releases, and newspaper press releases

**EDUCATION**

Liberty University

Lynchburg, VA

* **Application Development Certification** Graduation Oct 2020

Southern Connecticut State University

New Haven, CT

* **Master of Library Science** Dec 2014
* **Bachelor of Information Library Science** May 2012

Minor in Music, *Cum Laude*