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| **Hasna Hena Borna** | 2304 Bob Sandlin Ln Wylie TX 75098  Cell: 8574992551; hasnahenaborna@gmail.com hasnahenaborna@email.arizona.edu; |
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An ALA Accredited MLIS (online) student of University of Arizona looking to leverage two and half years of professional experience in the library and academic field. Recent experience working as a Library intern on different kinds of library related projects such as cataloging, data entry and clean up, library organization, front desk circulation etc. currently pursuing MLIS degree with expected graduation on Fall 2020.

# SKILLS

* Operating systems: **Microsoft Windows**
* Software: **Microsoft office** suite (e.g., Word, PowerPoint, Excel), **Google Docs, Google sheet.**
* Online Cataloging tool: OCLC
* Certificate course on **“Database Management System”** from Arts Computer Center, University of Dhaka.
* Certificate course on **“Web Application”** from Arts Computer Center, University of Dhaka.
* Computer Programming : PHP
* Database : MS Access, MySQL
* Knowledge of library databases
* Library related software: **Greenstone and DSpace**.
* Knowledge of search strategies
* Knowledge of library policies
* Knowledge of library equipment

# PROFESSIONAL EXPERIENCE

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| **Arizona State Museum – Tucson AZ**  Department of ASM Library and Archives | January 2020 – May 2020 | |
| **Library Intern** |
| * Cataloging new arrivals via OCLC | |
| * Checking books in and out at the front desk. | |
| * Sorting and shelving books according to OCLC | |
| * Circulating front desk visitors. * Provide quick, correct, and professional answers for basic to intermediate inquiries using online resources and the reference and general collections. * Perform all circulation functions which includes creating patron accounts, issuing cards, checking materials in and out, maintaining patron database, collecting fines, shelving and courier processes. * Assist with the basic use and navigation of computing resources (i.e. OPAC and Internet). * Assist in record keeping and database management for the system’s collection as needed. * Provide both virtual and in-person reference services to library patrons. * Conduct reference interviews and research; utilize various types of print and electronic resources to assist customers in selecting and locating library materials. * Instruct and assist customers and staff in the use of the Library’s equipment, computers, databases, catalogs, software applications, and the internet. * Identify collection requirements and provide recommendations regarding the purchase of reference and/or circulation materials. Assist with regular weeding of the Reference collection. * Perform all duties and maintain all standards in accordance with library policies, procedures and Core Values. | |

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| **Institute for Library and Information Management (ILIM).**  Shankar, Dhanmondi, Dhaka-1207. | August 2015 – May 2016 |
| **Lecturer** |
| * Responsible for taking class |
| * Preparing lesson Plan |
| * Evaluating exam paper |
| * Preparing mark sheet |

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| **Australian International School, Dhaka (Campus 2),**  Dhaka-1216. | March 2015 - April 2016 |
| **Library Assistant** |  |
| * Issuing books |
| * Responsible for taking class |
| * Preparing lesson Plan |
| * Managing the class notes |
| * Tutoring students after school and at lunch |
| * Assisting students with homework and reviewing academic content to increase student achievement |

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| **Royal University of Dhaka, Bangladesh.**  (Dept. of Library Management and Information Science) | September 2014 – February 2015 |
| **Adjunct Faculty** |
| * Responsible for taking class |
| * Preparing lesson Plan |
| * Evaluating exam paper |
| * Preparing mark sheet |

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| **University of Dhaka** | April 2012 - June 2012 |
| **Library Assistant (Intern)** |  |
| * Issuing library books |  |
| * Gaining practical experience by working on special projects |  |
| * Cataloguing library books using DDC |  |
| * Identify major problems and their possible solutions. |  |
| * Discovering the methods used in terms of processing of library reading materials. |  |

**RESEARCH EXPERIENCE**

**Graduate Thesis:**

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| Research paper title is **“Trends of ICT Integration into University Curriculum: Faculty of Arts, University of Dhaka”**. It is submitted to the University of Dhaka as a partial fulfillment for the degree of ‘Master of Arts’ in the Department of ‘Information Science and Library Management’. | March 2014. |

# EDUCATION

**M.A.,** Library and Information Science (Online Student) June 2018 – Current

School of Information

University of Arizona

Tucson, Arizona.

GPA: 4/4 (27 credits completed)

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| **M.A.**, Information Science & Library Management  University of Dhaka (DU)  Dhaka, Bangladesh.  CGPA: 3.72/4.0 | January 2013 - January 2014 |
| **B.A. Honors**, Information Science & Library Management  University of Dhaka (DU)  Dhaka, Bangladesh.  CGPA: 3.61/4.0 | June 2008 - June 2012 |