

Jessica Lienening Mihalik

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Education

M.S. Information Sciences

University of Tennessee, Knoxville, TN

Graduated May 2011

B.S. Psychology

Brigham Young University, Provo, UT

Graduated April 2009

Work and Related Experience

Database Indexing Specialist

Cengage Learning, Farmington Hills, MI

December 2015-Present

- Apply metadata and controlled vocabularies to index database entries
- QA of machine-aided indexing projects

User Information Services Specialist

University of Michigan, Ann Arbor, MI

December 2015-June 2017

- Provide live and remote reference assistance to patrons
- Provide administrative support for LibGuides
- Contribute to special projects as assigned

Reference Librarian

Church History Library, Church of Jesus Christ of Latter-day Saints, Salt Lake City, UT

January 2013- May 2015

- Provided live and remote reference assistance to patrons
- Coordinated training for outward facing employees and volunteers
- Provided content and strategic guidance to library's Social Media team
- Managed team of 5-10 employees and volunteers
- Contributed to index of scholarly journals
- Served on department-wide Strategic Communications Committee

Cataloger

Church History Library, Church of Jesus Christ of Latter-day Saints, Salt Lake City, UT

February 2012-December 2012

- Reviewed off-site collection for cataloging errors or uncataloged material and edited/created records as needed in MARC21 according to AACR2/RDA or DACS
- Assessed motion picture film collection for preservation needs, identifying items appropriate for transfer to cold storage
- Managed circulation of items to remote facilities
- Trained and supervised volunteers in cataloging and collection management

Archives Processing Intern

Church History Library, Church of Jesus Christ of Latter-day Saints, Salt Lake City, UT

February 2011-February 2012

- Processed manuscript, corporate records, and audiovisual collections, rehousing and arranging as necessary

- Reviewed collections for potential content-based access restrictions according to local guidelines
- Cataloged collections according to MARC21 using Aleph
- Created DACS-compliant finding aids in EAD using locally created EAD tool (and Oxygen XML editor when necessary)
- Provided reference assistance to patrons, including instruction in library tools
- Trained and supervised five volunteers in cataloging and technological literacy, while frequently interacting with others

Intern

Special Collections, University of Tennessee-Chattanooga, Chattanooga, TN

August-December 2010

- Processed manuscript collections, including preservative measures, appraisal, organization, and re-housing as necessary
- Worked to digitize items in the collection
- Created DACS-compliant finding aids
- Aided in processing rare book collections
- Quickly gained a working knowledge of local history and other subjects of interest to the University
- Worked with other employees to provide reference assistance

Volunteer

National Medal of Honor Museum Archives, Chattanooga, TN

January 2010-February 2011

- Conducted appraisal on Museum vertical file collection
- Accession of new documents
- Via Museum grant, attended Document Preservation class at Campbell Center for Historic Preservation

Volunteer

Hunter Museum of American Art Library, Chattanooga, TN

January 2010-February 2011

- Cataloged new acquisitions using DDC and LCSH, as well as MARCive when possible
- Repaired damaged books and documents

Archival Intern

National Transportation Library, Washington, D.C.

June-August 2010

- Processed archival collections
- Created database inventories of collections using Microsoft Access
- Selected items for digitization
- Participated in de-selection

Skills

Fluent in spoken and written Spanish, basic understanding of French

Proficient in Aleph and Primo (from Ex Libris), Oxygen XML editor, Adobe Photoshop, and Microsoft Office Suite, including Access

Certificate in Document Care and Preservation from the Campbell Center for Historic Preservation Studies