Caitlin M. Peraria

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Linkedin.com/in/CMPeraria | CmPeraria.com

CORE COMPENTENCIES

Metadata	Taxonomies/Indexing	User Interface Design
Digital Preservation	Library Technology/Equipment	Ethics
Digital Archives	Reference/ Electronic Reference	RFP and Contract Analysis
Copyright	Physical Preservation	Customer Service
Collections Management	Reference Interview	

EDUCATION

Clarion University of Pennsylvania, Clarion, PA. (ALA accredited)
> Master of Library Science- Information and Library Science, May 2022
> GPA: 4.0/4.0

West Chester University of Pennsylvania, West Chester, PA.
> Bachelor of Science in Psychology, minor in music

CAREER EXPERIENCE

Internship: Harmful/Biased Language Descriptive Data Editor, Haverford College Quaker & Special Collections, Haverford, PA. February 2022-present
- Read description data on historical archive items and identified any harmful or biased language
- Researched language/names to determine if they needed removal or revision
- Identified replacement words/names, if applicable; debated with colleagues on judgements
- Created and tracked all edits and suggestions for taxonomies in shared spreadsheet communications

Library Assistant, West Chester University of Pennsylvania F.H. Green Library -Instructional Media Center, West Chester, PA. August 2008-May 2011
- Created monthly themed public displays about available media and/or services
- Aided students with basic library, database, and equipment use
- Assisted in selecting new media items (primarily movies and documentaries)
- Organized/inventoried teacher kits
- Supported circulation desk, shelving, and shelf-reading activities
- Processed inventory of A/V equipment and media
- Operated and repaired large format printers

CAREER RELATED EXPERIENCE

360 Business Solutions, Somers Point, NJ. March 2013-March 2020
- Assisted in all daily operations of small business
- Responsible for inventory and ordering, and vendor contact
- Supported sales, technical and mechanical service
- Instructed and supported customers with their equipment and software purchases
- Facilitated contracts and negotiations
- Generated outside communications and marketing materials
- Designed and maintained website

RELEVANT COURSES

Digital Libraries	Information Seeking Behavior and User Interface Design
Organization of Information	Preservation and Conservation of Library Materials

Integrated Technology in Libraries   Information Sources and Services
Developing Library Collections   Online Information Retrieval
Administration and Management of Libraries

TECHNICAL SKILLS

Microsoft Office Suite	PRIMO	cPanel
ArchiveSpace	OAIS	Basic IT networking
KOHA	WordPress	Basic photo editing
SirsiDynix	LCSH	

PROFESSIONAL ASSOCIATIONS

American Library Association (ALA), Clarion University, March 2021 – Present
    Association of College and Research Libraries
    Reference & User Services Association
    Core

CONTINUING EDUCATION CREDITS

LibraryU, a Program of the Illinois State Library and the Regional Library Systems via WebJunction: Dealing with
    Angry Patrons
Idaho Commission for Libraries ABLE Course 12: Ethics and Public Service
Cultural Competence Training (CCCiL)
Libraries Learn Tutorial: Customer Service- Privacy, Confidentiality, and Intellectual Freedom
Other Courses via WebJunction:
    -Grantseeking for Libraries: Top 10 Practices for Foundation Funding
    -Librarian Evolution: Libraries Thrive when We Change
    -Public Library Directors 101

LANGUAGES

Musical Notation
Russian (very basic; read more than speak)