

Loryn Lestz

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Summary of Qualifications

- Self-motivated worker with 5+ years of management experience
- 10+ years experience delivering superb customer service in diverse settings
- Demonstrated exceptional time-management skills and a high-level of attention to detail

Education

- University of Washington – MLIS expected June 2014
- University of Washington – B.A. in Drama June 2009
 - Graduated Cum Laude
 - Annual Dean's List 2008-2009

Relevant Projects

UNIVERSITY OF WASHINGTON, INFORMATION SCHOOL, Seattle, WA

April 2013 – June 2013

A Thesaurus of Lindy Hop History

Thesaurus for search and indexing constructed as culminating experience in thesaurus construction course

- Worked in a team of two to perform domain analysis; term collection and evaluation; and construct both classified and alphabetical schedules.
- Consulted with regional experts in American Vernacular Jazz dance to ensure final product's utility to its users.

UNIVERSITY OF WASHINGTON, INFORMATION SCHOOL, Seattle, WA

Sept. 2013 – Dec. 2013

Video Game Metadata Encoding Schema

Ongoing research project headed by Assistant Prof. Jin Ha Lee of the University of Washington Information School and Andrew Perti, Founder of the Seattle Interactive Media Museum

- Utilized various methods to analyze, evaluate and test current version of the Video Game Metadata Encoding Schema for coverage and accuracy, as well as for its usability and utility to internal and external stakeholder groups.
- Worked in a team of two to propose the restructuring of the schema's existing controlled vocabulary for video games' physical and temporal settings; much of our proposal was incorporated into the schema's subsequent version.

Library Experience

UNIVERSITY OF WASHINGTON, SUZZALLO-ALLEN LIBRARIES | SEATTLE, WA

April 2013-Present

Student Specialist, National Digital Newspaper Program

- Assisted in streamlining OCR correction and quality control processes.
- Mastered a wide variety of quality control processes and metadata entry guidelines.

SAMMAMISH SYMPHONY ORCHESTRA | SAMMAMISH, WA

May 2012-Present

Head Music Librarian

- Created workflow to streamline music inventory and distribution process.
- Distributed and collected music for each orchestra concert.

UNIVERSITY OF WASHINGTON BOTANIC GARDENS | SEATTLE, WA

June 2013-Aug. 2013

Living Collections Inventory Directed Fieldwork, Plant Records Office

- Consulted with supervisor to update instructional materials to reflect changes in technologies central to inventory processes.
- Participated in an ongoing living collection inventory, mapping, and records maintenance process with an emphasis on migration of historic records to a digital repository.

UNIVERSITY OF WASHINGTON, SUZZALLO-ALLEN LIBRARIES | SEATTLE, WA

Sept. 2012-June 2013

Student Assistant, Microforms and Newspapers Department

- Developed new method for maintenance of my section of newspaper and microfilm resources.
- Performed reference and non-reference services, including assisting patrons in using microform readers and scanners

Management Experience

BARNES AND NOBLE INC. | BELLEVUE, WA

May 2010 – Sept. 2012

Merchandise Manager

- Successfully recognized areas of growth and opportunity within my departments and provided solutions to optimize those areas.
- Effectively balanced company deadlines with store-level business needs to ensure all projects within my areas of ownership were well-executed and completed on schedule.
- Coached staff of up to twenty booksellers in providing excellent customer service and skillfully resolved complex customer service situations as needed.

TEAVANA CORP. | BELLEVUE, WA

May 2006- May 2010

General Manager 2009-2010

Assistant General Manager 2008-2009

Keyholder 2006-2008

Team Member 2006

- Consistently met or exceeded both personal and store monthly sales goals.
- Developed a staff of up to fourteen team members to deliver an exemplary customer experience as well as to grow within the company.

Skills & Training

- Proficient in MS Office applications including Word, Excel, PowerPoint, and Sharepoint
- Comfortable utilizing LIS industry metadata standards including Dublin Core, MODS, and METS
- Desktop publishing using Adobe InDesign, OS X Pages and MS Publisher
- Website design with HTML/CSS and jQuery
- Wireframing and prototyping using Balsamiq and Axure
- Windows and Web application development in VB 2010
- Management Training - Teavana Corporation, Atlanta, GA 2008
- Participated in Patrick Lencioni's "Five Dysfunctions of a Team" Model