

Jennifer M. Smith
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EDUCATION

The University of Albany, SUNY, Albany, NY, Master of Library Science, May 1998.

Babidean State College, Babidean, MA, Bachelor of Arts, English, May 1996.

LIBRARY EXPERIENCE

Anytown Public Library, Anytown, CT
Reference Librarian, August 1998-present

- Provided reference and reader's advisory service to the public, both in person and via telephone.
- Designed, organized, and led Internet workshops for the public and library staff.
- Supervised and evaluated work of two library assistants.
- Led monthly book discussion groups.
- Developed [web page](#) for Anytown Library; selected Internet resources for inclusion in online catalog.
- Selected new books, videos, and electronic resources for reference and adult nonfiction collections.

University Library, University at Albany, Albany, NY
Reference Intern, January-May 1996

- Provided reference service to undergraduate student population.

TECHNOLOGY

- IBM and compatible PCs using Windows 95/98/NT.
- Microsoft applications, including Word, Excel, PowerPoint, and FrontPage.
- Internet resources and services, including electronic mail, Netscape, and HTML authoring.
- EBSCOhost, SIRS, InfoTrac, and Wilsondisc database products.
- Online searching of OCLC, FirstSearch, and DIALOG databases.

OTHER SKILLS

- Knowledge of written and spoken Spanish; reading knowledge of French.

- References available [upon request](#) -