

# Miranda Montez

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## SUMMARY

Versatile professional in pursuit of MLIS degree with four years of experience working in a library. Background includes performing all tasks associated with circulation, reference, instruction, and interlibrary loan. Accustomed to managing data and working with databases. Extremely organized, efficient, and detail-oriented.

## EXPERIENCE

LONG ISLAND UNIVERSITY BROOKLYN, NEW YORK, NY

September 2018-present

### Library Graduate Assistant

- Assist at the Ask-a-Librarian Reference Desk, answering questions via in-person, phone, email, and chat.
- Lead Library Instructional Classes.
- Create and Maintain LibGuide pages for website.

WHITNEY MUSEUM OF AMERICAN ART, NEW YORK, NY

January 2018-May 2018

### Library Intern

- Perform circulation tasks, such as mail, checking books in and out, and customer service.
- Create and organize MARC Records for files and books.
- Utilize Voyager Circulation and Cataloging Databases.

DR. CORRIE HORSHINSKI, D.C., CHIROPRACTOR, NEW YORK, NY

November 2016 – July 2018

### Receptionist

ST. LOUIS COUNTY PUBLIC HEALTH AND HUMAN SERVICES, DULUTH, MN

May 2015 – June 2016

### Information Specialist I

- Entered customer information into databases (Compass Pilot, OnBase, RightFax, Maxis, and Curam).
- Received and processed all incoming phone calls, mail, and faxes.

KATHRYN A. MARTIN LIBRARY, Duluth, MN

August 2011 – May 2015

### Interlibrary Loan Specialist – Lead, Circulation Staff

- Utilized databases, including Alma, ILLiad, Ariel, and Aleph, to perform circulation tasks.
- Managed the opening and closing of the building and supervised several student workers as they checked in/out materials, interacted with patrons, and organized books.

## EDUCATION

UNIVERSITY OF WASHINGTON

September 2017 - May 2020 (expected)

### Master of Library and Information Science

Study Abroad Short Term: iSchool in the Netherlands, Amsterdam, Netherlands

UNIVERSITY OF MINNESOTA – DULUTH

May 2015

### Bachelor of Arts in Political Science and International Studies

GPA: 3.86/4.0

Study Abroad Academic Year: University of Worcester, Worcester, England

## LANGUAGE AND COMPUTER SKILLS

Word  
Excel  
PowerPoint

Spanish (limited working proficiency)  
English (native)  
Typing speed of 68 WPM

Microsoft Windows  
Apple OSX/macOS  
Scan, fax and copy machine experience