

Patricia Magumise

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EDUCATION

Clarkson University, Potsdam, NY Masters in **Applied Data Science** | Expected Spring 2027 | **GPA: 4.00**

National University of Science and Technology, ZW, Masters in **Library and Information Science** | Year: 2022

National University of Science and Technology, ZW, Bachelor of Science Honours Degree in **Library and Information Science** | Year: 2019

TECHNICAL SKILLS

ERD Plus, SQL, Tableau, ShinyApps, Python, Microsoft Office, OCLC WorldShare, Mandarin and Koha Library Management System

PROFESSIONAL EXPERIENCE

Graduate Library Assistant at Clarkson University, Potsdam NY *Fall 2025- Present*

- Enhanced collection insights and service planning by transforming messy datasets into accurate ones.
- Built dashboards and visual reports that revealed key trends in circulation, inventory, and user satisfaction

Head Librarian at **Wise Owl Group of Schools**, ZW *May 2023- 1 August 2025*

- Assisted in the delivery of literacy intervention strategies for all grade levels throughout the school. Implemented the Koha Library Management system and Library policies.
- Developing and managing the library's budget, allocating resources effectively to support collection development and technology infrastructure. Inventory management, which also included selecting, acquiring, organizing and promoting Library resources and ICT to support teaching and learning throughout the school.

Executive Assistant at **Yellow Snake Mine**, ZW, *November 2022- March 2023*

- Assisted management with keeping projects on schedule and within cost by coordinating and scheduling meetings with members and gathering information needed for travel.

Librarian at **Marondera High School**, *July 2020 – October 2022*

- Maintaining, organising, supervising the circulation, cataloguing, shelving of library materials. Trained students on information literacy skills and reference assistance services.

Information Officer at **Arathorn Engineering Services**, ZW, *Dec 2018-March 2020*

- Data capture of employees, receipts and clients' records. Dealing with customer complaints and negotiations. Also dealt with Record keeping and management, and later introduced a cloud based record-keeping system, enabling the company to transition to a more secure method of storing and backing up everything online.

Information Officer Intern at **Tax Management Services**, ZW

- Filing of all documents, including minutes, reports and letters, including confidential correspondence and updating the company website and social media tools. Identifying vital records categories and applying appropriate protection strategies

PROJECT EXPERIENCE

Clarkson University Library Circulation and Collection Insights (Tableau) | **Data Visualization Project** | *Fall 2025*

- Designed interactive Tableau dashboards to analyze library circulation, inventory, and usage patterns using real institutional data.

Arathorn Engineering Company Database Management System (SQL) | **Database Design & SQL Project** | *Fall 2025*

- Developed ER diagrams, relational schema, primary and foreign key constraints, implemented sample SQL queries and enforced business rules using SQL triggers.

Interactive Analytics Application (Python Shiny) | **Application Development Project** | *Fall 2025*

- Built interactive **Python Shiny applications** to explore real-world datasets with dynamic filters, user inputs, and responsive visualizations.

LEADERSHIP EXPERIENCE

Head of Department at **Wise Owl Group of Schools**

- Coordinated and collaborated with different departments to make sure all needs were met.

Member of the Zimbabwe Library Association, ZW

- Gained insights into being a leader and new practices to my profession.