

# PEARL MCCREA

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**OBJECTIVE** | To utilize my collective professional experiences that will employ my attention to detail and ability to perform ongoing collections maintenance within an academic law library.

**EDUCATION** | **UNIVERSITY OF WASHINGTON**, SEATTLE WASHINGTON  
BACHELOR OF ARTS DEGREE  
Major in English & Minor in Classical Studies

**EXPERIENCE** | **LIBRARY SPECIALIST I**, GALLAGHER LAW LIBRARY  
MAY 2017-PRESENT

**LIBRARY TECHNICIAN II**  
JANUARY 2017-MAY 2018

Acquisitions of new monographs and subscriptions, export OCLC records, create purchase orders, manage claims and vendor relations. Receiving and processing of library acquisitions mail, including Federal Depository Library Program materials, loose-leaf releases, journals, microforms, pocket parts, pamphlets, monographs and complex continuations. Reviews complex titles for completeness, identifies items that should be withdrawn or remarked for alternate location. Maintains spreadsheets and SharePoint documentation while working collaboratively on ongoing collection maintenance.

**PATIENT CARE COORDINATOR**, BALLARD DENTAL  
JULY 2014-DECEMBER 2016

Led day-to-day operations of boutique, independently owned dental clinic of over 2,000 patients, including patient scheduling, appointment confirmation and care management of over 150 patients per month; Input chart and account notes and treatment reports; Managed all insurance processing, including claims and pre-authorizations, for new and existing patients; Processed payments and follow-ups of delinquent accounts, invoice management. Managed vendor relations, inventory control, processed daily, monthly and annual profit reports.

**BOOK SELLER I**, HALF PRICE BOOKS  
JUNE 2013-JULY 2014, APRIL 2015-JUNE 2015

Managed advertisements for current sales promotions, purchasing and sales of used books and media; Provided excellent customer service to diverse clientele; Handled administrative duties including cashiering, book searches, and managing multiple phone lines. Utilized SIPS and BeanStore POS systems for maintaining inventory records and new acquisitions. Coordinated processing and mailing of online orders and store-to-store transfers. Inventoried hundreds of books weekly.

**LIBRARY ASSISTANT**, GALLAGHER LAW LIBRARY  
APRIL 2011-JUNE 2013

Received and processed new materials for the law library, including monographs, serials, loose-leaf, depository, newspapers and complex continuations. This included item record creation and bibliographic maintenance. Sorted and delivered mail to staff daily. Filed loose-leaf updates and pocket parts in the library collection. Reviewed invoices and checked against materials received. Assisted in the reorganization and withdrawal of collections.

**Volunteer Experience** | **PUGET SOUNDKEEPER**  
Removed accumulated debris from the Arboretum and Union Bay. Worked with other volunteers to remove 652lbs of trash from the water and surrounding area.

**INVISIBLE CHILDREN**  
Curated the donation of art from local artists with sale proceeds going to the Invisible Children non-profit organization. Managed funds and volunteers.

**SKILLS &  
ABILITIES** | Proficient in Eaglesoft, Microsoft Office Suite, ALMA, SharePoint, OCLC Connexion