





# Sarah Yasuda

Library and Information Science Professional  
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I am an MLIS candidate at Simmons University with a concentration in Cultural Heritage Informatics. Passionate about equitable access to information and technology, I am currently pursuing a career in cataloging, metadata and systems librarianship.

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## Education

### **Simmons University School of Library and Information Science**, Boston, MA

*Master of Library and Information Science degree, 2020*

- Cultural Heritage Informatics Concentration
- American Library Association Spectrum Scholar, 2019-2020

### **UCLA**, Los Angeles, CA

*Bachelor of Arts in Anthropology, 2015*

- Cum Laude, 3.8 GPA
- Benjamin A. Gilman International Scholarship Recipient
- Researcher at Gohkale Institute of Politics and Economics in Pune, India

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## Experience

### **Boston Architectural College**, Boston, MA

Library Clerk | August 2018 - Present

- Assist patrons with reference questions, curate book displays, and build LibGuides
- Handle acquisitions and assist in collection development
- Create acquisitions documentation
- Catalog print and electronic resources using OCLC Connexion and Voyager
- Process, catalog, and digitize the Buckminster Fuller Collection

### **Pine Manor College**, Chestnut Hill, MA

Library Assistant | August 2019 – January 2020

- Assisted patrons from Pine Manor College and the public with reference questions
- Cataloged print materials using Sierra
- Oversaw collection development in the Sciences, Communications, Young Adult, and Children's
- Developed and created floor plans for the library

### **Boston Children's Museum**, Boston, MA

Elvira Growdon Intern for Archives and Collections Management | June 2019 – August 2019

- Processed, rehoused and created a finding aid for the Japan Archive to document the history of the Japan Program at the Children's Museum ([finding aid available online](#))

- Utilize PastPerfect to digitize and create metadata records for the Japanese artifacts collection
- Published an [article](#) on the history of the Japan-US Friendship Dolls

## **Howard Gottlieb Archival Research, Boston, MA**

Archives Intern | February 2019 – April 2019

- Intellectually described and rehoused material in the Bradford Washburn Collection correspondence series
- Used Microsoft Excel to prepare intellectual descriptions for ingest into the archival database

## **Haggard Childcare Resources, Seattle, WA**

Office Manager | November 2017 – July 2018

- Manage schedules and conduct staff meetings, family tours, special programs, and oversee payroll and tuition
- Handle parent-child enrollment and transitions; manage staff employment, conduct interviews, and staff training

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## **Skills**

### **Technology, Database, Software**

- Python, MySQL, XML, HTML, CSS, PHP, Voyager Cataloging, Voyager Acquisitions, Voyager Admin, Sierra, OCLC Connexion, Omeka, LibGuides, PastPerfect, ProCare, Excel, Outlook

### **Languages**

- Japanese (Fluent)
- Hindi/Marathi (Elementary-level)

### **Other**

- Knowledge of MARC21, RDA, FRBR, Dublin Core
  - Extensive experience as an instructor and translator for the JET Program (2015-2017)
  - Community engagement and leadership experience as a volunteer coordinator for Hands on Tokyo (2016-2017)
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## **Professional Associations**

### **Asian Pacific American Library Association**

Student Member | 2018 - Present

### **American Library Association**

Member | 2019 - Present

### **JET Alumni Association**

JET Alumni | 2017 - Present