Rich Traube

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I have thirty plus years experience in library customer service in a high demand academic environment and bring computer expertise, leadership, reliability, and innovation to all projects and tasks. Having obtained certification in Cisco Routing and Switching (CCNA) and pursuing certification in Microsoft Server 2012 Solutions (MCSA), I am looking for a permanent, full-time situation in Internet Technology.

Please see https://github.com/trauber for information about software I have written; source code available.

Education

Network Learning Institute, Certified - CCNA – 2015-2016

Network Learning Institute, Course work toward certfication - MSCA – 2015

University of Chicago, Course work towards Bachelor of Arts - European History – 1976-1981

Skills

- Computer: CCNA Certified; Microsoft Server 2012; Linux; Unix; bash; GitHub; perl; Access SQL; bibliographic management software; HTML; HTML e-mail; Javascript; PHP; MySQL; CSS; TeX and LaTeX; XSLT; document management

- Office: Research methods; MS-Office productivity (Excel, Word, and strong MS-Access); strong communication, complaint resolution skills (in-person, telephone, e-mail, IM); LibreOffice; data entry and data analysis; report writing and preparation; library reference services; scheduling; touch typing (60 wpm); document scanning; staff training; documentation

Work Experience

University of Chicago, Supervisor, Social Service Administration Library – 2005-2011

Directed all daily operations of university branch library; supervised staff of seven, managed staff hiring, training, scheduling, evaluation and helped with project development and oversight.

- Wrote, formatted, and maintained content for SSA Library's web site and designed layout.
- Wrote documentation and standard operating procedures for various library functions.
- Used open source software to provide in-house web and mobile scheduling of employees.
- Wrote perl script to categorize social service research sources.
- Wrote an awk script to generate AutoHotkey macros to vastly accelerate input of journal citations and links from aggregators into the integrated library system.
- Served as Systems Liaison between SSA Library and University Library's Systems Office.
- Assisted with reference work, specializing in assistance with reference management

software and database use.

- Appointed member of Access committee for oversight of public services.
- Alpha and beta tester for new reserve module of the integrated library system.

University of Chicago, Library Assistant II, Regenstein Library Course Reserves – 2003-2005

Processor in extremely busy university course reserve department: processed requests from faculty and their proxies; obtained sources; processed paper and digital content; created and maintained records in integrated library system.

- Wrote MS-Access queries to provide data for annual report.
- Improved various aspects of course reserve processing by creating MS-Access reports: book and article procurement; scanning triage; copyright compliance.
- Appointed member of committee to develop specifications for the new reserve module of the integrated library system, ARES.

Previous Work Highlights

- Wrote for and maintained web sites.
- Wrote MS-Access reports to produce annual report tables and to improve course reserve processing.
- Improved on printed reserve catalog book with MS-Access generated web listings of books on library reserve for undergraduate courses; each title linked to real time circulation data in the integrated library system.
- Designed a new nroff based system to replace reserve index card catalog with a printed book.
- Wrote AskSam database for printing a catalog of books on reserve for law courses.

Volunteer

Invention Convention, New Albany Elementary School, Data Entry – 2015

- Entered invention contest data into MS-Access database.

Moorestown Public Library, Data Entry/Database Development – 2011-2012

- Entered data and wrote prototype MySQL/PHP database and web interface for searching indices of Moorestown NJ newspapers.