# Rich Traube

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I have recently obtained a CCNA and have taken courses for an MCSA. I am looking forward to combining my library experience and technological knowledge base to provide help desk support for a library community.

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

## Education

### Network Learning Institute, Course work toward certfication - MSCA (MS Server 2012 R2) – 2015

Installation; Configuration

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

## Skills

* Computer: CCNA Certified; Microsoft Server 2012; Access SQL; document management; HTML e-mail; Linux; Unix; bash; XSLT; GitHub; perl; bibliographic management software; HTML; Javascript; PHP; MySQL; CSS; TeX and LaTeX
* Office: Microsoft Office productivity (Excel, Word, and strong Microsoft Access); strong communication, complaint resolution skills (in-person, telephone, e-mail, IM); scheduling; documentation; staff training; data entry and data analysis; touch typing (60 wpm); document scanning; LibreOffice; report writing and preparation; library reference services; Research methods

## 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 Microsoft Access queries to provide data for annual report.
* Improved various aspects of course reserve processing by creating Microsoft 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 Microsoft Access reports to produce annual report tables and to improve course reserve processing.
* Improved on printed reserve catalog book with Microsoft 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 Microsoft 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.