

Christina S. Dooley

Master of Library & Information Studies

2616 Chesterfield Ave | Charlotte, NC 28205

rcdooley@bellsouth.net

704-779-4416

Education:

The University of North Carolina at Greensboro

Greensboro, NC

Master of Library and Information Studies

May 2014

Belmont Abbey College

Belmont, NC

Bachelors of Arts

Major: History; Minor: Political Science

Work Experience:

Assistant Preschool Teacher

Memorial UMC Preschool | 4012 Central Ave., Charlotte, NC 28205

September 2010 - Present

- Three year old classroom assistant teacher.
- Track with 3 year old students between the three and four year old teachers.
- Work with individual students to meet curriculum guides for early reading, recognizing letters, numbers, patterns etc.
- Shared work responsibilities between the lead 3 and 4 year old teachers and myself resulting in successful group interaction.
- Support successful work environment which has led to increase in student enrollment and classroom waiting list.

Private Cataloger

Art Book Collection

Herbert Cohen & Jose Fumero | Private Residence,

Charlotte, NC

July 2013 - January 2014

- Cataloged private collection of over 900 books relating to art, art history, artists, and art reference.
- Advised clients on best practices for organizing the collection
- Created custom metadata scheme to organize and catalog collection.

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Graduate Intern/Work Study

Joyce Weaver, Librarian

The Mint Museum | 2730 Randolph Rd.,

September 2012 - September 2013

- Researched and familiarized myself with Sculptures of El Tajin, Vera Cruz, Mexico by Michael E. Kampen project and materials (drawings and photographs) to be digitized and their importance to the institution and the scholarly community.
- Developed knowledge of grant writing.
- Researched and created grant draft application, including narrative, budget and schedule to meet the needs of a digitization project.
- Researched, reviewed and selected potential grant funding for final selection by the librarian.
- Developed draft schedule and costs, and write the draft plan of work for project
- Acquired knowledge of digitization process to determine appropriate treatment of materials and selection of vendors.
- Created metadata schema for Kampen Collection,
- Acquired quotes/re-quotes of services and/or products required for project.
- Met and collaborated with scholarly experts on importance of project as well as create metadata standards and organization.
- Communicated with institutions for web hosting for digitized materials to ascertain their requirement.
- Composed and submitted Letter of Support for digitization project to the Executive Director of the Mint Museum.
- Researched, created and implemented metadata information in MARC records from various bibliographic materials.
- General administrative knowledge of Special Libraries.
- Created exhibition resource page through PBWorks wiki pages.

Substitute Teacher

Charlotte Mecklenburg Schools | PO Box 30035

Charlotte, NC 28230

August 2007 – September 2010

- Substitute at Chantilly Montessori Elementary including school media center.
- Long term (3 month) sub for Art teacher. Self-directed in successfully implementing curriculum by scheduling weekly guest artist and successfully implementing weekly projects.
- Self-motivated in learning and developing knowledge of Montessori curriculum, Primary and Lower Elementary (preK-3rd).
- Self-initiated learning of Positive Discipline Method followed by Chantilly Montessori.

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Professional Affiliations:

American Library Association (ALA)

Association for Library Collections and Technical Services Division

Cataloging and Metadata Management Section

North Carolina Library Association (NCLA)

Metrolina Library Association (Charlotte, NC)

Skills:

Proficient

Microsoft Office

MAC & PC

Management Training Program - Ferguson Enterprises

Dublin Core Metadata Standards

Screencast-O-Matic

Jing

Familiar

Various metadata standards and structures including Dublin Core, VRA Core 4.0 and CDWA Lite.

XML

HTML

Windows Live Movie Maker

xtranormal

Horizon/SirsiDynix Management

CONTENT dm - Digital Collection Management System

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References:

Joyce Weaver

Librarian

The Mint Mint Museum Library

2730 Randolph Rd.

Charlotte, NC 28207

704-337-2023

Joyce.weaver@mintmuseum.org

Herbert Cohen

Jose Fumero

Private Residence

Charlotte, NC

To be supplied upon request

Judy Devlin

Lead Teacher – 4 yr old class

Memorial UMC Preschool

4012 Central Ave.

Charlotte, NC 28205

704-537-4611

(8:30 am - 1:00 pm)

Kelly Perez

(Former supervisor)

Administrative Director

Mecklenburg Ministries

Charlotte, NC

To be supplied upon request