

Lisa Rabey

lrabey@gmail.com

EDUCATION

2010 – Masters of Information and Library Science

Wayne State University, Detroit, MI

- Graduate Certificate in Archival Administration

2008 – Master of Arts, Humanities

Central Michigan University, Mount Pleasant, MI

2005 – Bachelor of Arts, English Literature and Art History

Aquinas College, Grand Rapids, MI

Continuing Education In Progress

Team Treehouse

- Front End Web Development / Full Stack Javascript

SKILLS PROFILE

Social Media: Facebook, Twitter, LinkedIn, Snapchat, Instagram, Tumblr

CMS Software: WordPress, Blogger, LiveJournal, Tumblr

Content Curation: SEO, content writing, social media management, documentation, project management, tailored research

Office Software: Microsoft Office

Languages: Intermediate: HTML and CSS; Beginner: Javascript

Library Automation: LibGuides, Innovative products, OCLC products

Supervisory experience: 5+ years

EXPERIENCE

Freelance Writer

07/2014 – Present

Skaldic Press, LLC

<http://lisarabey.com>

- Freelance writer specializing in media reviews, mental health, librarianship, and technology
- Comic reviewer at No Flying, No Tights

- Contributing writer to Mind Body Health, A Practical Wedding, American Libraries Magazine

Systems and Web Librarian

02/2011 – 07/2014

Grand Rapids Community College, Grand Rapids, MI

<https://lisa.rabey.net/curriculum-vitae/resume/grcc-portfolio/>

- Developed and implemented social media policies, procedures, and editorial control, for the library's suite of digital properties
- Create guidelines, manuals, and workflow strategies for providing content for updating and maintaining the library's websites, blog, and other library digital properties
- Work with college's web development team to develop brand and site consistency and continuity
- Implemented outreach programs for staff and students as well as the community; managed library's digital properties in support of these programs
- Provided library, subject focused, and technical instruction to patrons and staff of GRCC Library in the use of online catalogs, databases, eBooks, and other technologies
- Managed, coordinated, and trouble-shot daily operation of the library's automation systems including performing backups, upgrades, maintenance, catalog enhancements, and additional digital library services
- Develop and taught general and subject focused information literacy classes for students on the use of GRCC Library & Learning Commons to support their academic coursework in addition to acting as a liaison and provide collection development for various academic departments

Digital Librarian/Social Media Specialist

05/2009 – 02/2012

Archive Media Partners, Detroit, MI

<https://lisa.rabey.net/projects/amped/>

- Help create and implement best practices of archival digitization projects
- Install, configure, and administer Archive Media Partners' WordPress client
- Utilize website optimization, SEO awareness, and analytics
- Manage AMP's digital properties
- Design and execute planning strategy and workflow for posting and updating content to the blog and other social media

Reference Librarian, Graduate Student Assistant

01/2009 – 05/2010

Purdy/Kresge Graduate Library, Wayne State University, Detroit, MI

- Assist patrons in person, online, and on telephone with questions ranging from ready reference to extended research support
- Demonstrate ability to utilize search strategies with online catalogs and databases
- Provided library instruction to patrons on the use of the graduate and undergraduate libraries, online catalogs and databases as well as technical instruction
- Edited and updated the Graduate Student Assistant manual for the 2010-2011 academic year

Lead Fiction Bookseller

10/2005 – 01/2009

Barnes and Noble Booksellers, Grand Rapids, MI

- Responsible for front and back list ordering
- Provide superior and knowledgeable one-on-one reference, customer service, and reader's advisory
- Manage the organization, maintenance, and display of numerous genres of titles
- Maintain inventory levels while tracking sales and trend reports to best fulfill customer needs and requests
- Create cross-referencing tools and programming to provide access to broader range of product for employee and customer use
- Aided in training of new hires

Senior Internet Systems Engineer

10/1999 – 10/2002

UUNet Technologies, Inc./WorldCom, Ashburn, VA

- Worked with customers on routing (static, dynamic, BGP, EIGP) configuration, DNS, IMAP, POP, and NNTP
- Implementation and configured customer premise equipment
- Supervised a team of five engineers and acted as point of contact for troubleshooting and escalate problem resolution
- Designed and taught classes that covered specific areas of interest such as new hires, on the job training, computer literacy, and company software

VOLUNTEER WORK

Digital Archivist

Grand Rapids Public Library Foundation

01/2011 – 09/2011

- Organized materials for digital preservation
- Preserved materials using industry standards and created master files to ensure long term preservation
- Used OCR to ensure digital findability

- Consulted on creation of digital pathfinders and digital presentation

Consultant

Royal Oak Historical Society

08/2009 – 12/2009

- Organized materials for digital preservation
- Consulted on creation of digital pathfinders and digital presentation
- Consulted and trained on using social media for outreach and digital exhibition

SELECT PRESENTATIONS AND CONFERENCES

- *Technology, Librarianship, and Gender: Moving the conversation forward*, Code4Lib Pre-conference, March 2014
- Tech Librarianship & Gender Panel, Internet Librarian, October 2013
- *How I Stopped Worrying and Learned To Love Institutional Repositories*, Library Tech Conference, March 2013
- *Golden Age: Comics and Graphic Novel Resources in Libraries*, MSU Comics Forum, March 2013
- *Not Your Mother's Librarian: The Digital Age of Libraries and Librarians*, GRCC Faculty Learning Day, January 2012
- Libraries Everywhere: A proposal for onboard train library services for ALA 2012, December 2011

PROFESSIONAL ORGANIZATIONS

- American Library Association 2008 – Present
- LITA 2008 – Present
- Society of American Archivists 2008 – Present