

DEBORAH LEVHEIM
50 Aldrich St., Belchertown, MA., 01007
(413) 323-8431
deb@gigahurts.com
www.gigahurts.com/resume.html

SUMMARY OF KNOWLEDGE AND SKILLS

Archives	Processing of archival collections, finding aids, digital project management.
Metadata	EAD (Encoded Archival Description), DACS (Describing Archives: A Content Standard), METS (Metadata Encoding & Transmission Standard), MODS (Metadata Object Description Schema), OpenURL.
Technical	Wireless configuration, TCP/IP, troubleshooting hardware and software.
Web Skills	CSS (Cascading Style Sheets), HTML, XHTML (Extensible HyperText Markup Language), XML (Extensible Markup Language), Dreamweaver, Adobe InDesign, Macromedia Flash, screen readers and adaptive technology standards.
Languages	Hebrew (working knowledge), Spanish (working knowledge), Yiddish (beginning, some literacy).

EDUCATION

Simmons College South Hadley, MA
Graduate School of Library and Information Science Sep '04-Aug '06
Master of Science in Library and Information Science Degree,

University of Massachusetts Amherst, MA
Masters Degree in Secondary Social Studies Education (M.Ed.), 1998. Jan '96- Jan '98

Hampshire College Amherst, MA
Bachelor Degree in History and Education, 1991. Sep '86- May '91

EXPERIENCE

Western New England College D'Amour Library Springfield, MA
Temporary Information Literacy Librarian Aug '06-Dec '06

- Teaching information literacy skills to undergraduate students.
- Providing training about RSS feeds, journal alerts and podcasts.
- Staffing reference desk.
- Organizing archives and records repository.

Common School Library Amherst, MA
Library Volunteer Sep '06- Present

- Migrated card catalog to database.
- Learned non-standard cataloging system.

Roamin' Computer Tutors (and Fix-it Folk)

President, chief operations officer, sole employee

Western MA

Jul '05- Present

- Teach beginning computer skills, internet usage, document creation and general computer skills.
- Create and teach beginning computer course for seniors at Loomis Communities and Amherst Senior Center.
- Help seniors scan, edit, add narrative and archive personal photographs.

Mount Holyoke College Library

Reference Intern

South Hadley, MA

Dec '04- Jun '05

- Worked with reference staff to provide reference assistance to students and faculty.
- Compiled recommendations for collection development.
- Coordinated the collection and distribution of user statistics on a bi-weekly basis.
- Created a resource guide for book review materials.

American Antiquarian Society

Archives and Manuscripts Intern

Worcester, MA

Feb '05- May '05

- Processed family papers for the Pierson Family 1790s-1960s.
- Taught volunteers how to use database, and general computer usage.

Forbes Library

Archive Intern

Northampton, MA

Oct '04- Jan '05

- Processed Northampton High School records for web finding aid.
- Wrote and edited scope and contents notes, and finding aid for Northampton High School records.

Pearson Education/Prentice Hall School Publishing Company

Technology Editor

Needham, MA

Jan '01- Jun '04

- Developed, wrote and edited CD-ROM and web sites for Social Studies Textbooks.
- Ensured adaptive technology, and accessibility compliance for all technology products.
- Managed and edited freelancers' writing interactive technology pieces.
- Managed schedules, budgets and time lines for CD-ROM and web site development.

Pearson Education/Allyn & Bacon Publishing Company

Multimedia Project Manager

Needham, MA

Jan '00- Jan '01

- Managed CD-ROMS and web sites accompanying college textbooks.
- Coordinated Quality Assurance testing.
- Edited and digitized audio and video.

Pearson Education Publishing Company

Electronic Publishing Technical Support Employee

Needham, MA

Mar '99- Jan '00

- Provided troubleshooting, system, application and hardware assistance for over 200 clients.
- Provided training courses in Beginning HTML and Font management.
- Configured, upgraded and repaired hardware.