

# Jennifer L. Simon

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Education	<b>MS in Library Information Services</b> , <i>School of Information, University of Michigan, Ann Arbor, Michigan</i> <b>BA in History (Religious Studies minor)</b> , <i>Hiram College, Hiram, Ohio</i>	<i>April 2008</i> <i>May 2003</i>
Course Work	<ul style="list-style-type: none"><li>Collection Development and Management</li><li>Digital Government</li><li>Digital Librarianship Seminar</li><li>Government Information and Policy</li><li>Grant Getting and Fund Raising</li><li>Reference and Information Literacy Services</li><li>Online Searching and Databases</li><li>Outcome-Based Evaluation of Programs and Services</li><li>Search and Retrieval</li><li>Social Systems and Collections</li></ul>	
Work Experience	<b>Inter-University Consortium for Political and Social Research (ICPSR)</b> , <i>Ann Arbor, Michigan</i> <b>Research Assistant on National Library of Medicine funded project</b> <ul style="list-style-type: none"><li>Tracked federally funded grants to published research</li><li>Evaluated research data for inclusion in digital archives</li><li>Assisted in developing data collection and analysis measures with research team</li></ul> <b>Zayed University Library</b> , <i>Dubai, United Arab Emirates</i> <b>Library Technical Services Intern</b> <ul style="list-style-type: none"><li>Served on library's web team and helped develop new library intranet</li><li>Implemented Electronic Resource Management tool</li><li>Conducted research to assess the market for LIS graduate education in the U.A.E.</li></ul> <b>The TEFL Academy</b> , <i>Zhuji, Zhejiang Province, China</i> <b>ESL Teacher</b> <ul style="list-style-type: none"><li>Taught English to Chinese students aged 5-15 years</li><li>Recognized for developing innovative and student centered lesson plans and materials</li></ul> <b>Case Western Reserve University School of Law Library</b> , <i>Cleveland, Ohio</i> <b>Collection Management Assistant</b> <ul style="list-style-type: none"><li>Maintained offsite collection during major renovation</li><li>Managed high volume offsite material requests using a Microsoft Access database</li><li>Supervised several student assistants</li></ul> <b>U.S. Peace Corps</b> , <i>Kabkha, Turkmenistan</i> <b>Peace Corps Volunteer</b> <ul style="list-style-type: none"><li>Completed comprehensive language, cross-cultural, and technical trainings</li><li>Collaborated with local counterparts in developing health education materials</li><li>Initiated health resource library for hospital staff and community</li></ul> <b>Hiram College Library</b> , <i>Hiram, Ohio</i> <b>Student Library Assistant</b> <ul style="list-style-type: none"><li>Performed circulation and general library duties</li><li>Served as student representative on library committees</li></ul>	<i>September 2007 – May 2008</i> <i>May 2007 - July 2007</i> <i>February 2006 - August 2006</i> <i>June 2004 - January 2006</i> <i>September 2003 - May 2004</i> <i>September 1999 - May 2003</i>
Community Involvement	<b>Co-Organizer, Community Information Corps Student Group</b> <ul style="list-style-type: none"><li>Organized outings, service opportunities, and speakers related to community informatics</li><li>Planned interview skills workshop for Detroit high school after school program</li></ul> <b>Executive Officer, Hiram College Student Senate</b> <ul style="list-style-type: none"><li>Facilitated liaison between student body and administration</li><li>Organized events including open forums, elections, and retreats</li></ul> <b>Coordinator of Hiram Habitat for Humanity Collegiate Challenge Spring Break Trips</b> <ul style="list-style-type: none"><li>Recruited participants, organized meetings, and promoted positive group dynamics</li><li>Served as group leader during volunteer build trips to several cities in the Midwest and South</li></ul>	<i>November 2006 – April 2007</i> <i>September 2001 – May 2003</i> <i>2000, 2001, 2002, 2003</i>
Misc.	<ul style="list-style-type: none"><li><b>Computer Skills</b> - HTML, Microsoft Office, Open Office, Adobe Acrobat, Dreamweaver, Mozilla products</li><li><b>Databases</b> - Extensive experience searching CSA, EbscoHost, ISI, ProQuest, PubMed, Google Scholar</li><li>Inclusion in "Who's Who Among Students in American Colleges and Universities"</li><li>Elementary speaking ability in Mandarin Chinese, Russian, Spanish, and Turkmen languages</li></ul>	