

Sarah Wachter

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WORK EXPERIENCE

Children's Room – Northeast Library, Seattle Public Library, Seattle, WA

Directed Fieldwork, June 2009 – August 2009

- Provide face-to-face and telephonic reference services to patrons, supervised by staff librarians.
- Complete weeding and collection development projects in children's fiction and nonfiction.
- Create an electronic booklist of historical fiction for children and teens.
- Plan and deliver Storytime programs for toddlers and pre-schoolers.

GA Crew, iSchool, University of Washington, Seattle, WA

Graduate Staff Assistant, September 2008 - present

- Manage a variety of projects on tight deadlines. Projects have included planning conferences, conducting research and creating literature reviews for professors, editing papers for submission to academic journals, working on course websites, transcription, creating brochures, and other tasks as needed.
- Provide additional support to faculty and staff as needed, frequently on short notice.

CareScout, Wellesley, MA

Senior Account Management Associate, June 2004 - present

- Create and maintain accurate and timely monthly status and revenue dashboards for several large long-term care insurance companies using Excel.
- Create and maintain weekly clinical reports for multiple accounts in Excel.
- Support billing, sales, and account management departments with ad-hoc requests for revenue and volume information.
- Other tasks as needed; responsibilities have included acting as primary technical support for computers and phone systems and writing documentation for a variety of technical procedures.

Communications Department, Simmons College, Boston, MA

Head Lab Monitor, Feb. 2004 – May 2004; Lab Monitor, Sept. 2002 – Feb. 2004

- Promoted to full-time (20 hours/week) position after 3 semesters on the basis of demonstrated responsibility, professionalism, and reliability.
- Supervised and trained student lab monitors.
- Maintained 300 student lab accounts, administered lab exams, and ensured student competence. Met frequently with students to introduce them to Mac OS X and inform them of lab systems and procedures.

EDUCATION

MLIS Candidate, University of Washington, Seattle, WA

Sept. 2008-present

- Current GPA: 3.88
- Completed coursework includes training in provision of face-to-face and asynchronous reference services, reader's advisory for teens and adults, location and use of government publications, indexing and abstracting, creation of faceted classification schemes, and instruction.

Simmons College, Boston, MA

Sept. 2001 - May 2004

- Bachelor of Arts in Communications and Political Science.
- Honors in Political Science after thesis defense.

ADDITIONAL SKILLS

- Conversational fluency in American Sign Language.
- Strong skills in providing face-to-face and asynchronous reference services.
- Strong technical skills; advanced user of Microsoft Office Suite.
- Familiar with fundamentals of audio and video editing.
- Highly computer literate. Willing and able to learn new programs quickly.
- Excellent writing, research, proofreading, and editing skills.
- Highly motivated, creative, and efficient. Strong time-management skills.
- Excellent telephone and interpersonal skills.

REFERENCES

References are available upon request.