

Heather McIntosh

heather@heike6.com

Skills

Windows and Mac operating systems, Microsoft Office, HTML, Internet searching. Fluent in German and knowledgeable in Spanish. Strong organizational ability, quick learner, independent starter, team worker.

Work Experience

September 2006 – Present, **Gwinnett County Public Library**, Lawrenceville, GA
Library Associate

- Provide reference and reader's advisory services
- Evaluate collection for currency, condition and appearance
- Process customer registrations and fines

January 2008 – Present, **Georgia State Public Library Service**, Atlanta, GA
Cataloging Intern

- Copy and original cataloging of monographs, serials and visual formats
- PINES database de-duplication

Education

Master in Library and Information Science

August 2008, Syracuse University

Distance learning program. Concentration: cataloging, 3.8 GPA

Bachelor of Arts in Foreign Language Combination (German/Spanish)

May 2001, University of Central Florida

Study Abroad at the University of Koblenz in Germany 1998-1999

Memberships

Golden Key International Honor Society

American Library Association (ALA)

Association for Library Collections and Technical Services (ALCTS)