

## Shirley J. Lincicum

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Portland, OR

<http://shirley.alptown.com>

[shirley.lincicum@gmail.com](mailto:shirley.lincicum@gmail.com)

### Qualifications

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- Extensive experience providing proactive research, document management and other support services to administrators, faculty and students
- Exceptional communication, writing, editing and proofreading skills
- Extensive experience working both independently and collaboratively
- Extensive experience conducting literature reviews and writing reports that summarize research findings
- Proficient with MS Office Suite as well as blogging, database, content management and social media applications

### Technical knowledge and skills

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- Proficient with: Microsoft Office Suite, Adobe Acrobat Pro, Photoshop, Dreamweaver, Google applications and services (Gmail, Drive, Calendar, Talk, Groups, Sites, Analytics), Camtasia Studio, OpenOffice, FileZilla, Skype, Dropbox, SurveyMonkey, iTunes, Picasa
- Social media: Facebook, Twitter, LinkedIn, Google+, Pinterest, Diigo, Mendeley, Yammer
- Database and content management: MySQL, WordPress, Drupal, Moodle, LibGuides
- Web development: HTML, CSS, RSS, XML, XSLT, JSON
- Programming languages: PHP, Python, Java, VB Script, JavaScript
- Typing: 60+ wpm

### Employment

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#### Librarian

*August 2000 - January 2013*

*Associate Professor*

*Hammersly Library, Western Oregon University, Monmouth, OR*

- Provided proactive research and educational support services in person, and by telephone, e-mail, online chat and social media applications.
- Selected materials and administered database systems used to manage library collections.
- Created and managed website and database content.
- Conducted literature reviews and other types of research. Prepared reports.
- Created, reviewed and prepared documents and presentations for internal and external distribution.
- Trained and supervised up to 3.0 FTE paraprofessional support staff.

#### Needle Data Curator

*August - November 2009*

*ITA Software, Cambridge, MA*

- Used specialized software to acquire, compile into databases, analyze and publish data harvested from publicly-accessible websites. Researched and selected appropriate data sources, including evaluation of website terms of use and copyright status.
- Provided feedback to development team regarding software usability and functionality.
- Wrote documentation to support future interns and customers.

## **Catalog Librarian**

*June 1995 - July 2000*

*Assistant Professor*

*Knight Library, University of Oregon, Eugene, OR*

- Created database records for library materials according to local, national and international standards.
- Planned and managed cataloging, retrospective conversion, authority control and database maintenance operations and projects.
- Developed, edited and managed documentation and macros.
- Conducted research and prepared reports for internal and external distribution.
- Supervised 3.0 FTE paraprofessional support staff and student assistants.

## **Education**

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### **Master of Science in Education, Information Technology**

Western Oregon University, Monmouth, OR

### **Master of Science in Library and Information Science**

University of Illinois at Urbana-Champaign

### **Bachelor of Arts with High Honors**

Oberlin College, Oberlin, OH

Major: History Minor: Art History

## **Affiliations**

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| Volunteer | Portland Center Stage, Oregon Public Broadcasting, Gallery Theater (McMinnville, OR), Albany Civic Theater (Albany, OR)  |
| Member    | Association for Computing Machinery, American Library Association, Association for College and Research Libraries, Library and Information Technology Association, Theatre Communications Group, Oregon Shakespeare Festival, Oregon Public Broadcasting, KLCC 89.7 (Eugene, OR) |

## **Awards and honors**

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Phi Beta Kappa, Beta Phi Mu (Library Science honor society)