

CELINA G.K. PAUL

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PROFESSIONAL OBJECTIVE

Seeking a challenging and rewarding librarian position that will allow me to utilize and gain knowledge, experience and skill to provide exceptional customer service in a Physics library environment

EDUCATION

Masters in Library and Information Science, May 1997
Dominican University, River Forest, IL

Bachelor of Science in Criminal Justice, May 1988
Loyola University, Chicago, IL

Certificate in Surgical Technology, May 1984
Triton College, River Grove, IL

LIBRARY COURSES

Selection and Acquisition
Organization of Knowledge
Online Searching
Reference Sources - Sciences
Government Publications
Networks
Reference Sources - Social Sciences

Reference and Bibliography
Health Sciences Librarianship
Administration
Serials: Problems and Techniques
Effective Use of Legal Resources
Cataloging and Classification

SKILLS

Communication

- Able to work effectively under pressure for deadlines with diverse individuals
- Successfully determine, analyze and communicate customer needs
- Enjoy working with people; independent worker as well as a team player
- Can read, write, speak in Italian
- Mother-tongue English

Analytical, Organizational and Technical

- Research, analyze and present needed information
- Knowledge of Medical, Law, Physics, Engineering, Mathematics and Computer language resources
- Knowledge of Microsoft Office: Word, Excel, PowerPoint; Outlook; Hotmetal Pro, Pagemaker; Internet and HTML
- Able to adjust and adapt to any task quickly; can multitask

- Accuracy, speed, and detail oriented
- Able to manage multiple demands on time, energy, resources
- Experienced in controlling costs and working well below budget guidelines
- Databases : Dialog, SLAC's SPIRES, IEEE Xplore, ADS, arXive.org, OCLC's FirstSearch, OCLC Interlibrary Loan, OCLC Cataloging, PubMed, OVID, Carl UnCover, Illinet, Dialog, Inspec, NILDE, BiblioWin 5.0, ACNP Techlib, ISIS-TECA
- Can operate photocopier, fax, microfiche reader, scanner
- Journal issue check-in, display, claim, process for bindery, and process for shelving
- Maintain web pages
- Provide Document Delivery services
- Knowledge of REICAT and ISBD cataloging rules
- Knowledge of IAU Thesaurus

PROFESSIONAL EXPERIENCE

Arcetri Astrophysics Observatory, Library, Florence, Italy
Library Collaborator

05/2010-02/2012

Cataloged books and audio/visual materials in BiblioWin 5.0, ISIS-TECA; provided interlibrary loan service for books, articles, etc. for external and internal patrons; assisted patrons with information needs; checked-in journal issues and prepared claims list; prepared and processed journals for and from the bindery; provided proofing and translations of Italian documents and websites to English; assisted with local journals subscriptions with publishers; coordinated and implemented various library projects as needed.

C. Berger Group - American College of Surgeons, Library, Chicago, IL
Medical Research Librarian

2007-2009

Performed literature searches for systematic reviews, practice guidelines, clinical trials and other literature; searched web resources for pertinent live activities and other educational resources for current evidence-based information for practice based learning and improvement project (PBLI); prepared and organized researched medical topics for Editor-in-Chief of project; prepared RSS Feed to PubMed for recent publications on medical topics; assisted Editor-in-Chief in maintaining and updating educational website for project.

Arcetri Astrophysics Observatory, Library, Florence, Italy
Library Collaborator

2006-2007

Provided interlibrary loan service for books, articles, etc. for external and internal patrons; cataloged books and audio/visual materials; maintained interlibrary loan statistics on Excel for monthly and annual reviews; prepared an internal report on interlibrary loan activity; ensured online accesses to subscribed journals; assisted patrons with information needs; claimed missing journal issues from vendors; researched and prepared bibliographies for special events; coordinated and implemented various library projects as needed.

Fermi National Accelerator Laboratory, Batavia, IL
Assistant Librarian

1997-2005

Managed interlibrary loan service for books, articles, etc. for external and internal patrons; performed copy cataloging and managed circulation of interlibrary loan items; maintained interlibrary loan statistics on Excel for monthly and annual reviews. Added and edited physics

and astrophysics preprints in SLAC's SPIRES database; organized and maintained library's grey material preprint collection. Primary source to assist patrons in person, phone, email, fax, etc. with reference or circulation needs. Maintained colloquium webpage, current preprints webpage, new library books webpage, journals at the bindery webpage, and new books available for selection webpage. Maintained accuracy of library catalog records with items on the shelf: add/edit book records, and individual item records. Managed SPIRES HepJobs database: searching, adding, editing, and removing job ads. Performed library projects: weeding preprints, making classification signs, advertising new services, shifting and moving journals etc.

Mt. Sinai Hospital Medical Center, Chicago, IL
Library Assistant

1996-1997

Assisted customers by providing reference, research and circulation services; provided interlibrary loan, processed new acquisitions and obtaining Marcive labels and catalog cards, instructed patrons on the effective use of library's electronic and print resources; performed literature searches in Grateful Med, Ovid, OCLC and the internet.

Genesis Clinical Laboratory, Berwyn, IL,
Client Service Representative

1995-1996

Assisted clients with information needs, problem solving.

MacNeal Hospital Resource Center, Berwyn, IL
Document Delivery Clerk

1995-1995

Responsible for photocopying and delivery of documents; circulation; checked in/processed current journal issues; processed requests for duplicate journal issues.

Good Samaritan Hospital, Downers Grove, IL
Lab Control Center Clerk

1988-1994

Customer assistance, phlebotomy, processed lab specimens, data entry.

Westlake Community Hospital, Melrose Park, IL
Lab Assistant / Phlebotomist

1983-1991

Customer assistance, phlebotomy, processed slides for cytologist.

Firenze, 29/02/2012

Firma Celina Gnana Kanthy Paul