

# JACQUELINE K. BARLOW

## EDUCATION:

### 2008. **Master of Library and Information Studies (Librarianship)**

- School of Information Studies, McGill University, Montréal, Québec, Canada.

### 2004. **Bachelor of Arts, Honours (Philosophy)**

- University of Winnipeg, Winnipeg, Manitoba, Canada.

## COMPUTER EXPERIENCE:

### Database design

- **Relational database** training with **Microsoft Access 2003**
- **SQL** programming language
- **Inmagic** database software

### Web design

- Effective implementation of **XHTML** and **CSS** for library websites

### Other

- Completed Microsoft Office certification course, including **Word**, **Excel**, **Access** and **PowerPoint**, University of Winnipeg, 2004

## LANGUAGE PROFICIENCY:

- Advanced French and Spanish, written and spoken.

## WORK EXPERIENCE:

September 2008 – present. **Private English tutor**, Seville, Spain.

- Tutored students aged 7 to 50 years old in English grammar and usage.

May - September 2008. **Special Projects Librarian**, Osler Library of the History of Medicine, McGill University, Montréal.

- Supervised the digital reproduction of photographic and textual materials
- Researched depictions and descriptions of locations, individuals, and events
- Applied metadata - e.g. location, date, temporal period, and subjects - to newly-created digital images, using Digitool user interface
- Evaluated presentation of existing online digital collections, and made recommendations to project's web designers
- Coordinated work with a team of 4-6 co-workers
- Results of this work may be viewed at <http://digital.library.mcgill.ca/osler/index.php>

June 2007 - April 2008. **Library and Archives Assistant**, Osler Library of the History of Medicine, McGill University, Montréal.

- Retrieved and shelved rare and archival materials
- Weeded newly-received archival acquisitions
- Updated archival finding aids
- Conducted tailored presentations to select groups

- Provided reference service

2006-2008. **Volunteer Member**, MSPN Multilingual Children's Library, McGill University, Montréal.

- Compiled data for Post-Graduate Students' Society grant application
- Assisted in the purchase and processing of new materials

January - August 2007. **Shelver and Circulation Assistant**, Nahum Gelber Law Library, McGill University, Montréal.

- Shelved library materials in Library of Congress and Cutter classification systems
- Assisted with Loans, Returns, Reserves, fee payments and ready reference

May – August 2006. **Bilingual Museum Staff** (French/English), New Iceland Heritage Museum, Gimli, Manitoba, Canada.

- Provided service in both English and French, in accordance with the requirements of a government grant (Young Canada Works in Both Official Languages)

September 2005 – April 2006. **Customer Experience Representative**, Coles Bookstores, Toronto, Ontario, Canada.

- Provided customer service in a busy retail bookstore in downtown Toronto.

2004-2005. **Temporary Bilingual Assistant**, Seventeen Wing, Royal Canadian Air Force, Winnipeg, Manitoba, Canada.

- Searched electronically for existing French translations of English training manuals.

#### **MEMBERSHIPS AND ACTIVITIES:**

- Member, Chartered Institute of Library and Information Professionals
- Member, Special Libraries Association
- 2006-2008. Contributor and Editor, *The Marginal Librarian*, student journal of the McGill Library and Information Studies Students' Association.

#### **INTERESTS:**

- Literature, philosophy, travel, crochet, cinema, web 2.0.