

Heather Morris

INTERNSHIP

SKILLS

- I have maintained a 3.5 GPA in school, various awards and certificates acknowledging my efforts.
- I have completed over 35 hours of community service aiding groups and programs such as churches, awareness groups, and my community.

SUMMARY

I have always endeavored to make a positive contribution to society, which drove me to join numerous organizations in high school. I worked enthusiastically with others to help spread awareness of social issues including homelessness, gender equality and human trafficking. I used my computer skills to organize fundraising and awareness events that I hoped would cause some change in the world we live in today. My objective is to obtain a career in librarianship, technology, and management, where I can utilize my degree and skills.

INTERNSHIP

Library of Congress, Washington, DC | Feb. 2019 – May 2019

My final semester included a Practicum course with 120 hours completed under the supervision of qualified information professionals. I participated in the Statutes at Large project at the Library of Congress. This was a virtual or online practicum which included creating metadata for treaties in this collection. I was assigned two sets of treaties in pdf format including volume 8 (92 treaties) and volume 1873 (246 treaties).

I created two excel spreadsheets with columns including author, volume, article number, dates, treaty titles, keywords, signatories and country. I sent weekly updates to my supervisor to track my progress in the project and the hours of work performed. I completed all the Metadata columns for both treaties, and I proofread my work for errors. I combined my notes on interesting items I found into a cohesive document. This was completed as a request by my supervisor if I had extra time. This document would be helpful for futures blogs or a description of the treaty collection.

PROFESSIONAL EXPERIENCE

INTERNSHIP

Chesapeake Library, Chesapeake, VA | Mar. 2018 – May 2018

- Helped library patrons locate materials.
- Maintained office equipment.
- Scanned historical documents.
- Kept shelves in orderly condition.
- Performed typing and data input.

ResumesBot

EDUCATION

Master's in Information with Major in Library Science

University of North Texas

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