

Meredith Sweet Silberstein



UC DAVIS

"I can highly recommend Meredith to memory institutions seeking a bright, energetic, and very creative librarian, who brings great ideas and an impressive skill set."

- Kevin Miller
University Archivist, UC Davis Peter J. Shields Library

"Meredith will have valuable contributions to any organization or company she is welcomed into with her hard work, creativity and leadership skills."

-Annie Sherman
Former advisor at CSU Northridge – National Society of Leadership & Success

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Summary

Seeking a position where community networking, technology, and library skills and experience will add value. Accustomed to dynamic environments and variable schedules.

Special Skills

- ▶ **Event Coordination:** author/illustrator events, arts & crafts days for children, community-wide technology events
- ▶ **Leadership:** supervised multiple employees at Avid Reader Active; led multiple teams throughout library studies at USC; Chapter President of undergraduate National Society of Leadership & Success at CSUN
- ▶ **Operating Systems:** Windows XP/Vista/10, Mac OS 10.4+
- ▶ **Programming Languages:** HTML, CSS
- ▶ **Software:** ArchivesSpace, Archive-It, ePADD, Microsoft Word, PowerPoint, Outlook, Apple Pages, Numbers, Keynote, Adobe Photoshop, Dreamweaver, HTML, CSS, WordPress, Drupal 6/7, Canva, Evernote, Dropbox, Asana, Apple Mail, Google Suite (Mail, Calendar, Drive, Docs, Hangouts, Analytics)

Education

Master of Management: Library and Information Science - University of Southern California; Los Angeles, CA (2017)

Bachelor of Arts: Journalism (minor in English Creative Writing) - California State University, Northridge; Northridge, CA (2009)

Employment History

Indigo Ink Solutions, Information Project Manager, Sole Proprietor (2015 - Present)

Sonoma County Library, Extra-Help Librarian I - Various Branches (2020)

Mary L. Stephens Library, Library Assistant (Extra Help) - Davis, CA (2018 - 2019)

UC Davis Peter J. Shields Library, Intern - Davis, CA (2017)

The Avid Reader, Publicity & Events Manager - Davis, CA (2015 - 2017)

Avid Reader Active, Assistant Manager - Davis, CA (2014 - 2017)

Apple Inc., Service Specialist - Sherman Oaks, CA (2012 - 2014)

Apple Inc., Sales Specialist - San Francisco & Sherman Oaks, CA (2010 - 2012)

Additional Information

Languages: English (native), Japanese (conversational)

Professional Organizations: Soroptimist International of Davis, Golden Key International Honor Society, National Society of Leadership and Success (Sigma Alpha Pi), National Society of Collegiate Scholars

Interests: library trends and innovation; graphic, web, and print design; blogging; organization; reading; interior decoration