KIRSTIN L. KRUMSEE

EDUCATION

Kent State University — Masters of Library and Information Science, 2009

-3.89 Grade Point Average

Ohio State University — Bachelor's Degree with Distinction in English 2007

-magna cum laude

EXPERIENCE

LIBRARY CONSULTANT, STATE LIBRARY OF OHIO
COLUMBUS, OHIO NOVEMBER 2014-PRESENT

- Acting as the project manager for Gov Docs and e-Government activities and services.
- Developing & presenting training programs on government information & resources to librarians.
- Helping Ohio libraries & librarians understand & effectively leverage government information & data.
- Providing consulting & technical assistance to library administrators & staff members.
- Being the library liaison to depository libraries, the Superintendent of Documents, & the Government Printing Office.
- Facilitating focus groups, conducting site visits, analyzing & assessing services.

REFERENCE AND ELECTRONIC RESOURCES LIBRARIAN, STATE LIBRARY OF OHIO
COLUMBUS, OHIO NOVEMBER NOVEMBER 2011-MAY 2014

- Responds to reference questions from state employees and the public via e-mail, telephone, chat and in person
- Tracks and maintains department budget and makes recommendations on use of funds
- Manages multiple projects with coworkers in different library departments
- Develops and gives dynamic presentations on the use of library resources for state government employees
- Utilizes an array government and legal resources to respond to patron and staff requests

INFORMATION SERVICES LIBRARIAN, EWI
COLUMBUS, OHIO SEPTEMBER 2011-NOVEMBER 2011

- Responded to reference questions from staff members and clients
- Utilized Copyright Clearance Center to ensure all items accessed and distributed met United States Copyright laws
- Promptly retrieved resources for staff and clients while using good judgement to balance cost and time to retrieval

LIBRARY ASSISTANT, UPPER ARLINGTON LIBRARY COLUMBUS, OHIO SEPTEMBER 2008-JANUARY 2011

- Offered patron assistance with circulation and borrowing in person and over the telephone
- Provided assistance to patrons in the use of library facilities, services, and computer equipment in the media services and circulation departments.

- Performed routine data entry and information retrieval; maintained work records; answered questions at the Circulation desk in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization.

LIBRARY ASSOCIATE, OHIOANA LIBRARY
COLUMBUS, OHIO NOVEMBER 2009-JANUARY 2011

- Responded to reference requests in person and via e-mail and maintained statistical records of all requests
- Utilized relational databases to track and add materials in the collection
- Created and edited print and electronic materials for distribution to patrons, government officials and other libraries
- Established and maintained Web 2.0 presence

PRACTICUM STUDENT, STATE LIBRARY OF OHIO
COLUMBUS, OHIO JUNE TO JULY 2009

- Created State Library Twitter page and conducted implementation workshops for library staff
- Created records in ContentDM
- Digitized rare government documents using scanner and Photoshop
- Produced Dublin Core records for digitized content in the OhioLINK Digital Resource Commons

BOOKSELLER, BARNES AND NOBLE
COLUMBUS, OHIO OCTOBER 2004-DECEMBER 2007

- Made recommendations to customers, handled customer inquiries, answered telephones, handled cash transactions
- Handled difficult customer situations
- Recognized by management and secret shoppers for excellent customer service
- Oversaw and managed children's department during 2006 holiday season which included ensuring that inventory matched customer demand and high customer satisfaction

STUDENT ASSISTANT, OHIO STATE UNIVERSITY
COLUMBUS, OHIO JANUARY TO JUNE 2007

- Designed and built HTML and Flash websites with minimal supervision for a faculty member in the English department. Website included student projects in video and audio formats
- Utilized Photoshop and Dreamweaver software in the process of creating the websites

SKILLS

Software: PowerPoint, Word, Excel, Access, Photoshop, Illustrator, Captivate, InDesign
Operating Systems: Windows and OS X
Programming Languages: HTML, XML, CSS, JavaScript, Flash
Web 2.0: Twitter, Facebook, Blogging, Skype, Wikis

ADDITIONAL INFORMATION

- 2013- ILEAD USA Participant- Working with library employees throughout the state to develop a library technology tool
- 2013- ALAO- Presented as part of a panel on the Lingo library app
- 2014- Library Leadership Ohio Participant- Developing leadership skills and completing projects with librarians throughout Ohio.