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Saleena Au

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Summary of Qualifications

- An education strong in information science, math, computer and business management plus 9 years of people-oriented and technical work for 2 libraries.
- Excellent time-management and analytical skills for solving problems.
- People interaction skills including conflict resolution; developed from working with the general public over 9 years.
- Experience in documenting technical manuals for school and professional purposes.

Education

- Master of Library and Information Science, May 2009
CUNY Queens College, Flushing, New York
- Attended SUNY at Stony Brook, Stony Brook, New York, 2007-2008, 12 credits towards Master's Degree
- Bachelor of Science with major in Applied Mathematics and Statistics with minors in Computer Science and Business Management, May 2006
SUNY at Stony Brook, Stony Brook, New York

Work Experiences

2011-Present

Webmaster

Green Garden Chinese Take Out, St. James, New York

- Create, program and manage a professional and appealing website for the promotion of the restaurant services.
- Assist in increasing web traffic with the help of the knowledge of internet marketing and ecommerce selling.

2007 - Present

Part-time Adult Reference Librarian 1

Middle Country Public Library, Centereach, New York

(Promoted from Librarian Trainee)

- Assist patrons by coming up with a combination of databases and websites (e.g., McPac) for them to conduct research, also answer their inquiries in a wide range of areas.
- Review the mathematics and computer collection monthly and order material to keep the collection up-to-date; also order material for the general collection.
- Assist fellow librarians in their collection development.

2010 - 2010

Part-time Web Content Migration Assistant

Columbia University Libraries, New York, New York

- Assist technical staff in migrating websites of Columbia Universities' Libraries to the new web content management system.
- Edit, reformat, and update created websites to maintain consistency and maintain web standards.

2009 - 2009

Part-time Web Assistant

Columbia University Libraries, New York, New York

- Assisted technical staff from Information Services in maintaining 25 Columbia University Library websites.
- Assisted non-technical staff in editing, updating, reformatting, and migrating content in the Web Content Management System (WCMS).
- Created and maintained documentation for the WCMS processes.

Work Experiences (continued)

- 2006 - 2007 *Part-time Librarian Assistant*
Middle Country Public Library, Centereach, New York
- Gathered information on Long Island's economic trends for a publication.
 - Created charts and graphs for the information collected to illustrate trends.
- 2002 - 2006 *Part-time Community Resource Database Clerk*
Middle Country Public Library, Centereach, New York
- Updated and verified information of nonprofit-organizations and government-sponsored programs in Long Island.
 - Served the help desk by answering questions from the public and directing them to proper resources.
 - Maintained information regarding community services in both electronic and paper media.
- 2001 - 2002 *Part Time Juvenile Page*
Middle Country Public Library, Centereach, New York
- Maintained the order of books and videos and library floor and assisted in setup of children's programs.
 - Assisted patrons with problems on the computer.

Relevant Experiences

- 2010 - 2010 *Volunteer Webmaster*
Jazz For Peace, New York, New York
- Design various updates to the current website.
 - Reformatted the current website to satisfy today's web standards.
 - Assist fellow webmaster in maintaining the website.
- 2010 - 2010 *Volunteer Sleep Technician Assistant*
Stony Brook University Sleep Disorders Center, Smithtown, New York
- Direct patients to their designated rooms.
 - Maintained patients' files by sorting and filing in an efficient manner.
 - Assist with preparation of setup for patient's testing.
 - Assist fellow sleep technicians with scoring the data obtained during the sleep studies.

Technical Skills

- Expert user of Microsoft Office Suite and Adobe CS3 Suite.
- Hands-on knowledge in webpage development using HTML, CSS, XML, PHP, SQL, and Java programming language.
- Technical experience in web content management systems.

Certifications

- New York State Public Librarian's Professional Certificate
- Suffolk County Civil Service Exam – Entry Level Librarian 1
- Suffolk County Civil Service Exam – Web Specialist

Professional Memberships

- American Library Association (ALA)
- New York Library Association (NYLA)
- Special Library Association-New York Chapter (SLA)
- Suffolk County Library Association (SCLA)