

Dana Christine Deathe

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Highlights and Qualifications

- University educated in Publishing and in Library and Information Science
 - Excellent written and oral communication and interpersonal skills
- Ability to work under pressure, meet deadlines, and manage multiple tasks

Resourceful – Organized – Motivated

Professional Experience

Selector, School and Public Libraries, Library Services Centre February 14-present

- As an employee with the Selection Services team, I assist with branch building projects, manage multiple ARPs, handle selection duties for the Education Division and assist with selecting titles for our bestseller catalogues
- I select many types of material to make up library collections according to a library's individual profile specifications and budgetary requirements
- I manage the Annual Release Programs (ARPs) for the Juvenile Reference, Juvenile Non-Fiction and Young Adult Non-Fiction collections for all of our standing order accounts, as well as two specialty computer book ARPs
- I also respond to special requests by teacher-librarians, and attend book shows arranged for different boards of education in Ontario

Sales Intern, HarperCollins Canada November 15, 2010-February 11

- As an intern with HarperCollins I assisted with special sales by creating specialized catalogues, compiling customer lists, and writing sales pitches
- Other duties included maintaining the details of the HarperCollins catalogue on Amazon.ca and contributing to publicity and marketing efforts
- General office reception and administration when required

Publicity Intern, Key Porter Books August 3-September 28, 2010

- Responsibilities included mailing out review copies, preparing press releases, and assisting with publicity tasks such as scheduling and arranging interviews and author events
- Updating and maintaining the Publicity Database of sales and media contacts
- Updating marketing details on the company's website

Indigo Books and Music**Cashier**, Chapters Bookstore

October 2009-May 2010

Customer Service Representative, Coles Bookstore

May 2007-July 2008

- My duties as an Indigo employee have included cash handling procedures, processing sales and returns, customer service and focusing on special sales-based marketing for products and promotions
- Some responsibilities as an employee of Coles, a small format bookstore, included packaging and processing returns to the warehouse, and as a key-holder, store opening and closing responsibilities and staff leadership
- Staying current on bestselling titles and providing readers' advisory

RFID Conversion Assistant, Newmarket Public Library

January-April 2010

- Successfully completed a short-term contract with the Shared Digital Infrastructure project which occurred in the town of Newmarket
- Worked with a team to convert the library's entire print and media collections totaling approximately 200,000 items and corresponding data to be RFID tagged and encoded
- Gained intimate knowledge of a typical library collection and the books that provide the basics for a successful collection

Library Research Analyst, York Regional Police

August 2008-June 2009

- Managed a small special library of police training materials, with responsibilities including reference services, collection development and resource selection, cataloguing according to LCCS and MARC21 standards
- Developed goal-oriented learning opportunities for officers such as guest lecturers, online information bulletins and career development courses
- Provided reference assistance and prepared bibliographies using a variety of resource formats for officers pursuing high-level academic achievements

Education

- **Publishing Certificate**, Ryerson University, recently completed the Intensive Program on July 23, 2010

Courses of study include Educational Publishing, Copyediting, Publishing in the Electronic Age, Trade Publishing, the Business of Publishing, and Production.

- **Master's Degree in Library and Information Science**, University of Western Ontario, graduated August 2008
- **Bachelor of Arts Degree, Honours Distinction**, Specialization in English Studies with a minor in Philosophy, Nipissing University, graduated April 2007

Technical Skills

- Proficient using PC and Mac operating systems, as well as the Microsoft Office Suite of programs including Word, Excel, Outlook, Access, and Microsoft Visio
- University trained in basic website design, creation, and maintenance
- Database searching, social networking, analytical and researching skills

Personal Activities

- Assistant Volunteer Coordinator for the 2010 Giller Light Bash
- Certified volunteer literacy tutor, Literacy Council of York-Simcoe, 09/10-2/11
- Chair of Librarians Without Borders, UWO Student Committee, 09/07-05/08
- Blogging online about books and the critical analysis of popular culture
- Reading, knitting, softball, curling, canoeing, and vinyl record collecting