

Race MoChridhe

Educator & Information Professional

612-810-3220 • racemochridhe@gmail.com • <http://www.racemochridhe.com>

Summary of Skills & Accomplishments

- **Patron Support:** Public library assistant with nearly ten years' experience in education, including library staffing, research methods instruction, and bilingual technical support.
 - **Records and Content Management:** Developed and managed collections in diverse settings. Cataloging and circulation experience in Destiny, database experience in Banner and Access, content management experience in Wordpress and Sharepoint.
 - **Technical Skills:** Proficient in Microsoft and Google Office suites; Mac, Windows, and Linux operating systems; HTML/XML; web design; social media management, FTP. Additional experience in Adobe Creative Suite and Apache servers. Limited Python.
 - **Language Skills:** Native English. Proficiency in German, Spanish, French, and Esperanto.
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Work Experience

Support, Instruction, and Reference

Library Assistant *January 2018–present*

Carver County Library (MN)

- Support library services at two locations in circulation, reception, reshelving, handling patron inquiries and requests, and other basic functions.
- Serve as sole library staff with responsibility for facility and patron service in off-peak hours.

K–12 Educator *September 2007–present*

Anchorage School District (AK); Teaching Temps, Inc. (MN)

- Serve in a variety of substitute and paraprofessional roles, including library and media center.
- Advise school administrations on policy for integrating a more diverse student population.
- Design and conduct training for educational staff on diversity and classroom management.

Adult ESL Instructor *August 2011–May 2014*

OpenEnglish (FL)

- Customized adult ESL learning courses, with over 95% four- and five-star student feedback.
- Provided academic advising in English, as well as technical support in English and Spanish.

Research Assistant *May–September 2010*

Concordia University (QC)

- Reviewed German-language academic literature to support French translation projects.

Records, Collections, and Content Management

Creator and Chief Archivist *April 2017–December 2017*

Oxford Goddess Revival Archive (<http://www.oxfordgoddessrevivalarchive.org>)

- Constructed academic archival collections on new religious movement in 1970s Britain for public presentation using Omeka.
- Created and edited Dublin Core metadata entries for all collection items.
- Sourced, scanned, formatted, and transcribed original documents.
- Coordinated contributions of source materials and labor from international team of volunteers.

Intern *January 2017–July 2017*

Feminism & Religion (<http://www.feminismandreligion.com>)

- Coordinated solicitation and publication of content for academic blog, >35,000 views/month.
- Developed and implemented automated systems for backup and archiving of content.
- Promoted site via social media and tracked visitation/linking statistics to increase impact.

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Editorial Assistant

April–June 2008

Alaska Quarterly Review (AK)

- Led creation of in-house exchange copy library for reference by creative writing students, including cataloging of collection as well as design and construction of physical space.
- Maintained logs and tracking for submissions and responses, in addition to journal's web site.
- Assisted with planning and execution of publicity and community outreach events.

Login Technician

June 2007–April 2008

TestAmerica, Inc. (AK)

- Received, labelled, stocked, and maintained database records for incoming environmental testing samples; performed sample retrieval for lab technicians.
- Maintained current inventories, packing lists, and shipping logs for outbound testing supplies.

Student Aide

August 2005–May 2008

University of Alaska Anchorage (AK)

- Maintained confidential databases of student information using Microsoft Access; retrieved records for staff and administration; performed data entry to update and expand database.
- Served as point of contact for the University Honors College, responding to student and staff inquiries on policy, scheduling, and upcoming events via email, telephone, and in person.
- Assisted with planning and execution of publicity and community outreach events.

Technical Communication and Business Analysis

Freelance Writer & Researcher

June 2010–present

- Research, develop, and write professional content for different web and print publications.
- Compile and publish reports based on original research, statistical analysis, and multilingual literature reviews and deliver educational presentations to researchers.

Freelance Translator

September 2010–present

- Translate reports, marketing materials, technical documents, and professional correspondence; localize online interfaces for business software.

Freelance Editor

June 2014–present

- Revise and develop nonfiction manuscripts for independent authors and NGOs, with >75% success securing contracts with houses such as Wipf & Stock, Sledge Press.
- Supervise and oversee copyediting teams of up to four staff, including mentorship and training for new editors, on websites and magazines; restructure departmental workflows and rewrite job descriptions to improve efficiency.
- Design page layout using Adobe InDesign; solicit visual content from artists & photographers.
- Spearhead online publicity and solicitation of content via social media; maintain and update web presence through various content management systems, including Wordpress.
- Manage communication with authors and readers, receiving over 90% positive feedback.

Education

Master of Library and Information Science

University of Wisconsin Milwaukee

expected 2021

Master of Religious Studies

Nations University

December 2013

Bachelor of Arts, Languages – cum laude

August 2009

Bachelor of Arts, History – cum laude

University of Alaska Anchorage

May 2008