

Race MoChridhe

Library Professional and Digital Humanist

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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 Sierra and 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 service desk operations at two locations, to include circulation, shelving, response to patron inquiries and requests, card issuance, fine resolution and cash accounting, provision of technical support to patrons, materials handling and shipment, and maintenance of catalog records in Sierra.
- Open and close facilities, including sole responsibility for operations during 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.

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- Developed and implemented automated systems for backup and archiving of content.
- Promoted site via social media and tracked visitation/linking statistics to increase impact.

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 website.
- 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

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.
- Translate reports, marketing materials, technical documents, and professional correspondence; localize online interfaces for business software.
- 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 2019

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