

Miranda Montez

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SUMMARY

Versatile professional in pursuit of MLIS degree with four years of experience working in a library seeking to bring a fresh perspective to a new library position. Background includes performing all tasks associated with circulation and interlibrary loan. Accustomed to managing data and working with databases. Extremely organized, efficient, and detail-oriented.

EXPERIENCE

WHITNEY MUSEUM OF AMERICAN ART, NEW YORK, NY

January 2018-Present

Library Intern

- Perform circulation tasks, such as mail, checking books in and out, and customer service.
- Create and organize MARC Records for files and books.
- Utilize Voyager Circulation and Cataloging Databases.

DR. CORRIE HORSHINSKI, D.C., CHIROPRACTOR, NEW YORK, NY

November 2016 – Present

Receptionist

- Provide administrative assistance and manage HIPAA-compliant customer relations.

ST. LOUIS COUNTY PUBLIC HEALTH AND HUMAN SERVICES, DULUTH, MN

May 2015 – June 2016

Information Specialist I

- Entered customer information into databases (Compass Pilot, Compass Appointments, OnBase, RightFax, Maxis, and Curam).
- Received and processed all incoming phone calls, mail, and faxes.

KATHRYN A. MARTIN LIBRARY, Duluth, MN

August 2011 – May 2015

Interlibrary Loan Specialist – Lead, Circulation Staff

- Utilized databases, including Alma, ILLiad, Ariel, and Aleph, to complete circulation processes such as checking in and out materials.
- Managed the opening and closing of the building and supervised several student workers as they checked in/out materials, interacted with patrons, and organized books.

WAL-MART, HERMANTOWN, MN

June 2012 – May 2015

Cashier

EDUCATION

UNIVERSITY OF WASHINGTON

September 2017 - May 2020 (expected)

Master of Library and Information Science

UNIVERSITY OF MINNESOTA – DULUTH

May 2015

Bachelor of Arts in Political Science and International Studies

GPA: 3.86/4.0

Study Abroad Academic Year: University of Worcester, Worcester, England

ADDITIONAL EXPERIENCE

SETON HALL UNIVERSITY, South Orange, NJ

July 2014

United Nations (UN) Intensive Summer Study Program, School of Diplomacy and International Relations

LANGUAGE AND COMPUTER SKILLS

Word

Spanish (limited working proficiency)

Microsoft Windows

Excel

English (native)

Apple OSX/macOS

PowerPoint

Typing speed of 68 WPM

Scan, fax and copy machine experience