

**Danna S. Lamb**  
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## **EDUCATION**

**MS in Information Studies.** The University of Texas, Austin, Texas. 2009  
Focus on the services and operations of libraries.

**BA,** The University of Texas, Austin, Texas. 2004  
Major: History; Minor: Russian, Eastern European and Eurasian Studies.

## **EXPERIENCE**

**ITT Technical Institute** August 2009 to Present  
Library Assistant, Learning Resource Center Austin, Texas

- Supports the research interests of students and faculty by locating information in print and electronic formats.
- Provides instruction in the use of the ITT Tech Virtual Library for research and curriculum support.
- Manages the daily activities of the Learning Resource Center and supervises student workers.

**Austin Public Library** February 2008 to July 2009  
Teen Center Intern Austin, Texas

- Provided reference and reader's advisory services in print and electronic formats to support research and reading interests.
- Instructed patrons in use of computer software and the Internet in group and one-on-one sessions.
- Conceptualized, marketed and implemented programming for youth.
- Structured environment to ensure the efficient usage of computers in the Teen Centers.

**Dell Children's Medical Center** January to July 2009  
Volunteer, Family Resource Center/Medical and Nursing Resource Library Austin, Texas

- Consulted with patients and their families and directs them to the appropriate informational and recreational resources available in the Family Resource Center.
- Performed a collection development project in the Medical/Nursing Library which involves conducting a user needs assessment, writing a collection policy and researching new resources on a variety of pediatric specialties.

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**University of Texas Libraries**  
Information & Research Help Desk Volunteer

Fall 2008  
Austin, Texas

- Supported the research interests of students and faculty by locating materials and utilizing the services of the Perry-Castañeda Library and the UT Libraries system.
- Provided instruction on the use of the catalog, online databases and other electronic resources available through the library web site.

**Legislative Reference Library**  
Library Documents Clerk

2007-2008  
Austin, Texas

- Contributed to the development of the Legislative Archive System by digitizing legislative documents.
- Bookmarked sections of digitized bill files to aid users in identifying information pertinent to their research. Acquired knowledge of legislative procedures and terminology through this process.
- Edited bill history annotations in order to provide a clear explanation of the content of the documents.

**Texas State Library and Archives Commission**  
Volunteer

2006-2007  
Austin, Texas

- Appraised and arranged photographs, postcards and slides; performed digital scans; and developed procedures for labeling under the supervision of a preservation officer.
- Organized and prepared disaster relief equipment and developed an understanding of disaster relief procedures as it applies to an archival environment.

**SKILLS**

Software and Technology Competencies:

Microsoft: XP and Vista operating systems; Office 2007 (Word, Excel, PowerPoint, Outlook, Publisher)

Adobe: Acrobat, In Design, Photoshop

Apple: Mac Leopard and OS X operating systems; iPhoto, iTunes

Proficient in the use of the Internet and Web-based applications

Knowledge of XML and HTML

Spanish Language:

Moderate ability to read, write and speak in Spanish.

**PROFESSIONAL AND STUDENT ORGANIZATIONS**

Member, American Library Association (ALA)

Secretary, Special Libraries Association, University of Texas Student Chapter (SLA-UT)

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Member, Student Association of the School of Information (SASI)

Co-editor, SASI Librarian

Grant Recipient, Stepping Up: Library Leaders for the 21<sup>st</sup> Century