

# SAMANTHA BAINÉ

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## Professional Experience

### ACCESS SERVICES SUPERVISOR, WEEKEND – UTC LIBRARY

UNIVERSITY OF TENNESSEE - CHATTANOOGA; CHATTANOOGA, TN JULY 2023 - PRESENT

Managed the circulation desk of an academic library during weekend hours and supervised 2 student workers and 3 part time staff at a time. • Supervised the use of library materials, communicated with patrons, and managed requests using Alma Ex Libris software • Facilitated training and provided work direction to staff scheduled during weekend shifts, ensuring tasks are completed accurately, policies and practices are enforced and followed, and service expectations are met. • Lead management of circulating technology inventory and associated item records. • Managed semester technology program workflow, including physically processing newly acquired items, returns, and repairs, and gathering and reporting usage statistics for items and program.

### ACCESS SERVICES SPECIALIST, MIDS SHIFT – UTC LIBRARY

UNIVERSITY OF TENNESSEE - CHATTANOOGA; CHATTANOOGA, TN MAY 2023 – JULY 2023

Managed the circulation desk of an academic library daily • Fulfilled patron interlibrary loan/resource sharing requests scan requests for materials and utilized ILL best practices • Monitored resource sharing queues and processing lending requests through Alma, OCLC Worldshare, and RapidILL. • Assisted with collection projects, including routine stacks maintenance processes of shelving and locating materials.

### RECORDS ANALYST I – RECORDS MANAGEMENT DEPARTMENT

DENTON COUNTY; DENTON, TX NOVEMBER 2022 - MAY 2023

Reviewed complex records retention policies and schedules in consultation with county departments regarding the transfer of active records to archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. • Conducted inventories and performed analysis to determine preservation requirements for physical and digital records. • Developed records control schedules in compliance with all applicable Federal, State, and Local regulations. • Prepared documents for imaging, operated electronic scanning equipment, and converted scanned material to digital format. • Evaluated image quality and suitability of digital documents and microfilm in accordance with applicable standards and regulations. • Coordinates the conversion of digital images to microfilm and the maintenance of microfilm inventory.

### METADATA TECHNICIAN – RECORDS MANAGEMENT DEPARTMENT

DENTON COUNTY; DENTON, TX MAY 2022 - NOVEMBER 2022

Assisted with Denton County's Records Center Audit project by completing metadata entry, verification, and validation. • Published new records to shared repositories and created queries, lists, reports, and other data as needed. • Assisted with special projects, including internal audits, inventory reports, data ingests, and data cleanup. • Created and maintained computerized records and electronic tracking systems. • Operated and managed the physical records management system, digital records repository, and equipment for the preservation and storage of records. • Examined and evaluated records-management systems to improve efficient handling, protection, and disposition of records and information. • Ensured security and confidentiality of records in accordance with the Denton County Records Management Program Resolution.

### 'WIDENING THE PATH' INTERN – LIBRARY OF CONGRESS

PUBLISHING OFFICE; REMOTE AUGUST 2021 - DECEMBER 2021

Coordinated research communications and documentation for LOC Publishing Office and writers. • Proofread manuscripts, indexes, and typeset pages, and drafted text for captions and credits. • Compiled comprehensive analytical research on copyright permissions and rights holder's information in Excel, including descriptive metadata on art, gallery, and photography credits to create photo ID captions. • Performed developmental and copy edits on various written materials, ensuring the accuracy and consistency of the final product and overall managed projects in the production cycle to promote the Library's diverse collections.

### NETWORK SUPPORT ANALYST I – C.D.C OFFICE OF INFORMATICS

NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL; REMOTE JULY 2021 - MARCH 2022

Supported the planning and testing analysis of Certification and Accreditation Processes. • Operated security vulnerability assessments & authorization and ensured 508 and WCAG 2.1 accessibility compliance. • Assisted with support teams on project planning and scoping to determine resources and resolution. • Conducted routine monitoring of network activities to identify and analyze risks and opportunities for improvement. • Provided technical assistance on assigned projects and programs for injury prevention and violence prevention.

## **RESEARCH INTERN – C.D.C OFFICE OF INFORMATICS**

**NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL; REMOTE** JANUARY 2021 - MAY 2021

Identified and assessed project-specific issues or concerns when creating an information system. • Developed data flow strategies to further data modernization initiative and cultural competency skills. • Analyzed research trends to develop and deliver instructional material on software usage and data specialization.

## **BOOKSELLER, SCHEDULER, RETURNS MANAGER**

**LITTLE PROFESSOR BOOKSTORE; HOMEWOOD, AL** SEPTEMBER 2017 - JANUARY 2020

Supported customers through book recommendations, retail services, and special orders. • Inventoried stock and packaged weekly returns to publishers or distributors. • Managed and created quarterly schedules for employees using Excel. • Curated and arranged display tables to promote merchandise.

## **CIRCULATION CLERK**

**THE LIBRARY IN THE FOREST; VESTAVIA HILLS, AL** JANUARY 2019 - JANUARY 2020

Organized and checked-in book and media returns through the library's software system. • Shelved books alphabetically and numerically and corrected any misplaced items. • Assisted customers with questions, finding specific titles, and using library computers.

## **Volunteer Experience**

### **METADATA INTERN – LAW LIBRARY OF CONGRESS**

**DIGITAL RESOURCES DIVISION; REMOTE** AUGUST 2023 - PRESENT

Created, edited, and reviewed metadata and metadata principles related to government documentation and congressional laws. • Performed 100 hours of research and facilitated discoverability of online, historical legal material for users by creating metadata. • Managed projects focused on legislative branch material, including bills and statutes to make additions to congress.gov. • Contributed to digital scholarship and actively engaged in digital initiatives to make historical materials more accessible. • Reviewed and created metadata for assigned Congressional Research Service (CRS) Bill Summaries with an emphasis on accuracy, consistency, findability, and web compatibility. • Leveraged descriptive, structural, and administrative information to aid in consistency and accessibility. • Prioritized and completed asynchronous tasks and correspondence.

## **Educational Experience**

### **UNIVERSITY OF TENNESSEE; KNOXVILLE, TN**

M.S. INFORMATION SCIENCES, DECEMBER 2022

Certificate: *Research and Data Management*

Classes: *Metadata, Collection Development & Management, Cataloging & Classification, Government Docs*

Summa cum laude

### **UNIVERSITY OF ALABAMA AT BIRMINGHAM; BIRMINGHAM, AL**

B.A. ENGLISH LITERATURE, MAY 2019

Thesis: *Y'all Means All: Queer Representation and Lifestyle Within Appalachian Culture*

Cum laude with Distinguished Honors

## **Academic Experience**

- Using & Understanding Library of Congress Subject Headings; *American Library Association* (Oct. – Nov. 2023)
- Diversity, Equity, & Inclusion in the Workplace; University of South Florida (Mar. – May 2021)
- Active Member; *Alpha Omicron Pi Sorority, Zeta Pi Chapter* (Oct. 2015 – May 2019)
- Active Member; *Sigma Tau Delta English Honor Society* (May 2016 – May 2019)
- Writing Tutor; *UAB University Writing Center* (Aug. 2018 – Jan. 2019)
- Editorial Staff; *UAB Professional Writing Club, Memorandum* (Aug. – Dec. 2018)
- Vice President of Programs; *UAB Panhellenic Council, Executive Board* (Dec. 2017 – Dec. 2018)

## **Software & Skills**

Microsoft Office Programs • Google Suite • Adobe Creative Suite • Sierra ILS • Alma ExLibris • HTML5 • Dublin Core • OpenRefine • Oxygen XML Editor • Infolinx • Canva • WordPress • Digital Curation • Records Management Project Management • Customer Service • Research & Reference • Community Outreach & Programming • Data Remediation