

# ANITA CHIDO

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## EDUCATION

*DREXEL UNIVERSITY, Philadelphia, PA*

Master of Science, Library and Information Science • Graduated: June 2004.

For courses completed, please visit: <http://www.pages.drexel.edu/~adc35/schoolhome.htm>.

*NORTHEASTERN UNIVERSITY, Boston, MA*

Bachelor of Science in History / Minor: Business Administration • Graduated: 1995 • *Cum Laude*.

*BRISTOL POLYTECHNIC now UNIVERSITY OF WEST ENGLAND, Bristol, England*

Study Abroad • Studied History, Politics, and Economics • September - December 1991.

## EXPERIENCE

Feb 2003 - Present

**Reference Clerk**, *Information Services, W. W. Hagerty Library*

*DREXEL UNIVERSITY, Philadelphia, PA*

- **Reference:** provide reference service to a diverse patron base, 10 hours per week; coordinate a 15 person reference desk schedule; maintain reference desk statistics, resources, and supplies.
- **Marketing:** create library displays and marketing material, responsible for public relations and analyzing marketing channels for library Speakers Series.
- **Instruction:** co-authored freshman English bibliographic instruction online tutorial; coordinated the authoring of the freshman engineering bibliographic instruction presentation and taught 3 sections (49 students); taught 3 sections (53 students) of general bibliographic instruction to freshman English classes, taught 7 sections of Internet search strategies to Philadelphia high school students (260 students).
- **Web administration:** design, author, and maintain content for web resource guides.
- **Collection development:** purchase books via Yankee Book Press, GOBI II; analyze electronic resources to print holdings to facilitate weeding.
- **Cataloging:** create and edit catalog records in an Innovative Integrated Library System using Z39.50.

Jul 2001 - Feb 2003

**Assistant to the Associate Dean**, *College of Information Science and Technology*

*DREXEL UNIVERSITY, Philadelphia, PA*

- Fielded student inquiries, staff, and faculty issues for the Associate Dean.
- Advised prospective graduate students of the application process and programs.
- Created, distributed, and analyzed 1,500 - 2,000 Course Evaluations per quarter.
- Provided administrative support for the IST Doctoral Program.
- Scheduled adjunct faculty for approximately 70 course sections.
- Managed database records for the adjunct faculty, instructor history, extended course descriptions, and Beta Phi Mu (Honor Fraternity).

Jan 1999 - Jun 2001

**Client-Site Account Manager**

*COMPUCOM SYSTEMS, INC., Upper Saddle River, NJ*

- Managed on-site customer service relations.
- Served as liaison among client, technical services, manufacturers, and procurement departments to ensure quality control for delivery of computer products and services.
- Administrated client's Web ordering tool.
- Assisted in the collection of accounts receivable.
- Researched pricing and availability of computer hardware and software.
- Managed customer orders, quotes, configurations, and deliveries of computer equipment.

Dec 1997 - Dec 1998

**Sales Coordinator and Executive Assistant to the President**

*COMPUTING CONCEPTS, INC. dba MICROAGE, East Rutherford, NJ*

- Managed customer service relations with local and national accounts.
- Trained incoming Sales Department staff on processes and procedures.
- Managed and organized proposals and applications for industry training certifications.

- Served as communication liaison between upper management and all office personnel.
- Coordinated special events and manufacturer training sessions.

Apr 1997 - Dec 1997

**Film Researcher and Accounting Liaison**

*FABULOUS FOOTAGE, INC. now GETTY IMAGES, INC., New York City, NY*

- Researched, compiled, and edited film images from contemporary stock film library.
- Processed and reconciled all monthly billing statements for the U.S.A. territory.

Jan 1996 - Mar 1997

**Office Manager and Acquisitions Coordinator**

*FABULOUS FOOTAGE, INC. now GETTY IMAGES, INC., Wellesley, MA*

- Managed administration and maintenance for three-person office.
- Coordinated all aspects of office move and merger with New York City branch.
- Determined procedures for the collection of delinquent accounts world-wide.
- Located and obtained permission of talent to ward against copyright infringement.
- Drafted and edited contracts and correspondence for talent clearances, film sources and relicensing agreements.

Apr 1994 - Mar 1997

**Bookseller**

*WATERSTONE'S BOOKSELLERS, Boston, MA*

- Purchased, returned, and promoted stock for the History, Sociology, Humor sections.

**CONTINUING EDUCATION (CE)**

SLA Annual Conference 2004, *Nashville, TN* [Attended].

*"Introduction to Legal Research,"* course sponsored by the Greater Philadelphia Law Libraries Association, February - April 2004 [10.5 hours].

*"Website Usability: Making Content Easy to Find"* Continuing Education Course, QuintEssential Conference, Philadelphia, PA, October 2003 [4 CE Credits].

*"What Every Librarian Needs to Know About the USA PATRIOT Act & Related Anti-Terrorism Measures"* Satellite Teleconference, December 11, 2002 [3 CE Credits].

11<sup>th</sup> Annual Federal Depository Library Conference, Alexandria, VA, October 2002. [Attended]

**AWARDS/HONORS**

Philadelphia Special Libraries Association Knower Fund Award Winner which funded registration for:

- The Special Libraries Association Annual Conference 2003, *New York City, NY.*
- The QuintEssential Conference 2003, *Philadelphia, PA.*

**SKILLS**

- Expert researcher; online database searching expertise includes Dialog, LexisNexis, Westlaw, ISI Web of Science, Proquest, Cambridge Scientific Abstracts, EbscoHost, OVID, and more.
- Proficient with the following software applications and programming languages: Microsoft Applications (Word, Excel, PowerPoint, Image Composer), SPSS, Macromedia Dreamweaver MX, Yankee Book Publisher GOBI II, Innovative, HTML, and Adobe (Photoshop and Acrobat).
- Creative and proficient web design and administration skills. To view my portfolio, please visit: <http://www.pages.drexel.edu/~adc35/Work/webdesadmin.htm>.

**AFFILIATIONS**

2004 - Present

**Greater Philadelphia Law Library Association (GPLLA),** Member.

2004 - Present

**Association of American Law Libraries (AALL),** Member.

2002 - Present

**Special Libraries Association (SLA),**

Advisor to the Drexel Student Chapter and Programming Committee Member (Present positions).

Initiated and organized the Drexel University Student Chapter (Fall 2002).

Held the position of President, Web Administrator, and Treasurer (2002-2004).

2002 - Present

**American Library Association (ALA),** Member.

1993 - Present

**Eastern United States Pipe Band Association (EUSPBA),** Member/Bagpiper.