

RAQUEL P. LOPEZ

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OBJECTIVE

An academic librarian position where I can utilize my educational and work experiences to effectively contribute in achieving the library's goals in providing information and positive educational contributions to the university.

EDUCATION

Indiana University Northwest

Bachelors of Arts in Sociology and Spanish - May 1999

Indiana University Purdue University Indianapolis

Master of Library Science

(Expected graduation, December 2010)

Concentration:

Technology Management

WORK EXPERIENCE

Secretary for the Director of Library Services

Indiana University Northwest, Gary, Indiana, June 2005 - Present

Responsibilities:

- Maintain inventory of supplies for entire library with the creation of purchase orders of various supplies, subscriptions and supplies utilizing the EPIC purchasing system
- Responsible for payroll, filing of forms for new employees to the Human Resources department
- Remain informed of all university HR policies that are in effect in order to inform all library employees of changes and to update any employee information as needed
- Assist the Director with the creation of a monthly spreadsheet with the current status of library expense budgets.
- Type and file all correspondence for the Library Director

Senior Library Assistant

Indiana University Northwest, Gary, Indiana, January 2001 - June 2005

Responsibilities:

- Created, maintained, and improved faculty web pages under the Electronic Reserve program.
- Directed the Reserve Department staff.
- Created several manuals for the Circulation department.

Library Assistant

Indiana University Northwest, Gary, Indiana, October 1997 - December 2000

Responsibilities:

- Maintained a consistent system of mailing out overdue periodicals notices to faculty members and students.

- Trained newly hired staff.
- Responsible for scanning and converting files and web page maintenance for the Electronic Reserve program.

Spanish Lab Monitor and Tutor

Indiana University Northwest, Gary, Indiana, September 1998 - August 1999

Responsibilities:

- Provided technical support for students using the Spanish lab computers.
- Tutored students in assignments for Spanish courses and create study guides for students requesting extra assistance.

COMPUTER SKILLS**Software and Systems:**

Microsoft Office Suite: Word, Excel, Publisher, Outlook, and PowerPoint; Adobe Design Premium Creative Suite 4: Photoshop, Illustrator, Acrobat, Dreamweaver and Fireworks; FIS (Financial Reports Server), SIS, EPIC, Citrix Meta-frame XP

Skills:

Scan, convert files to PDF format using *Adobe Capture*, link items onto a webpage, web editing using *Dreamweaver*, basic knowledge of HTML, and photo editing. Basic knowledge of CSS.

COMMUNITY/ COMMITTEE SERVICE

2003 - 2005 - Library Renovation Committee member

2004 - 2007 Director of Library Services Search Committee member

2005 - Senior Library Assistant Search Committee member

2007 - Reference Librarian Search Committee member

2008 - Present -Marketing Committee for Indiana University Northwest Library

2008 - Present -Library Services Assessment Committee member

2009 - Present -Library Information Commons Committee

2010 - Present - Diversity Library Committee