
Upinder K. Struzak

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Profile

My goal is to be employed in either the digital design or graphic design fields. I have a broad range of interests, backed up by various courses that would be a valuable asset to any employer. Detailed experience in the area of information sciences, resource centers and archives.

Relevant skills

Web Site Development

- Currently following Web Development Certificate Program at SRJC
- Usage of the Web as a platform to deliver solutions to business problems
- Understanding of the relevant Web technologies, the most common software and hardware products, the resources necessary to support a site, and the requirements of site maintenance
- HTML and Web publishing
- Designed a few web sites

Computer-based Graphic Design

- Currently following Applied Graphics Certificate Program at SRJC
- Designed a corporate profile brochure for an international tradeshow

Library Skills

- Staff training for search of information in library's catalog or on the Internet
- Maintenance of a library catalog
- Creating and updating of manuals
- Collection development
- Analysis of community's needs

Copyediting

Completed Copyediting course at Berkeley Extension.

Software

Microsoft Word, Adobe FrameMaker, Adobe PageMaker, Adobe Illustrator, Adobe Photoshop, Microsoft FrontPage, various Internet client software, Microsoft Access, Sybase SQL, C++, Java, SQL

Platforms

Windows 9x and MacOS, Linux (incl. basic administration)

Languages

Fluent in English and French (mother tongue), good knowledge of Italian and German

Professional Experience

Librarian
4/1998 to 8/1998

Salazar Library, Department of cataloging; Sonoma State University

Volunteer Librarian
1996 to 3/1998

Salazar Library, Department of cataloging; Sonoma State University

Library Coordinator
1991 to 12/1994

University Libraries Coordination Service (SEBIB); University of Geneva, Switzerland

- Coordinated indexing for the on-line subject catalog of Geneva University's Libraries.
- Controlled and validated descriptors and new proposals made by the librarians.
- Established links between the local site of Geneva and the Main Coordination Office (RERO) for Switzerland.
- Participated actively in reflection groups for the future of the network, indexing languages, promotion of the network.
- Provided supervision and in-service training of librarians in the Geneva County.
- Provided technical support to working groups for the natural sciences and musicology.

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- Maintained the subject catalog and participated in major revisions of sequences in indexing for the Main Coordination Office.
- Captured data and produced reference headings for the subject catalog.
- Indexed documents for the Service's Library.
- Took part in various projects and tasks for the establishment of a new building regrouping four Faculty Libraries of the University of Geneva.

*Intern
1991 to 1992*

Swiss Libraries Network (RERO); Lausanne, Switzerland

Education

*Master's in Library Sciences
1990*

Superior School of Library Science and Documentary Information; Geneva, Switzerland

Degree in Library & Information Sciences which entitles to work as librarians, information researchers and archivists.

1998 - 2000

Completing Web Development Certificate with specialization in Web Graphics, Java, Perl, and JavaScript Programming in Fall 2000