

Ellen M. Phillips

EDUCATION

Master of Library and Information Science. Candidate 2018.

San Jose State University

- 4.0 GPA. Coursework in Institutional Repositories, Metadata, HTML/CSS, Information Retrieval, Integrated Library Systems, Reference Services, Music Librarianship, Consumer Health Librarianship, Research Methods, Online Database Searching, and Web Programming.

BA, English with a concentration in Writing.

Marist College, Poughkeepsie, NY

- Public Relations internship with American Heart Association. Produced quarterly newsletter.
- Editorial internship with “Hudson Valley” Magazine. Published feature article for regional magazine.
- Gaelic Society Secretary. Campus Tour Guide. Contributor to annual student literary journal.

LIBRARY EXPERIENCE

Open Access Specialist

February 2018 – Present

Boston University

- Publications in RIM (Symplectic Elements)
- Compliance with Open Access policy
- Promote Open Access

Serials Supervisor/ Institutional Repository Liaison

October 2013 – February 2018

UNH School of Law, Concord, NH

- Administrator of Scholars’ Repository using Digital Commons software; work with faculty and publishers to obtain copyright permissions, indexing articles, and posting items to the IR.
- Promote awareness of Scholars’ Repository through direct email, social media and blog posts.
- Maintain accurate serials records in Innovative Millennium ILL; work with vendors to ensure smooth receipt of all ordered materials.
- Copy cataloging with OCLC Connexion.

Library Assistant/Project Manager

January 2003 – May 2004

Seminary of the Immaculate Conception, Huntington, NY

- Managed inventory project and prepared shelf list for retrospective conversion of card catalog for an academic library with over 50,000 monographs and bound periodicals as per MSCHE requirements.
- Wrote tutorials on the use of scriptural concordance software.

President

December 2009 – December 2012

Friends of the Chester Public Library, Chester, NH

- Coordinated fund-raising efforts and organized annual events for the local library.
- Verified maintenance of status as a non-profit corporation.
- Coordinated publicity with local media and social media outlets.

Board Member

January 1996 – January 1997

Friends of the Woburn Public Library

- Created all editorial content and coordinated production of monthly newsletter.

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TECHNICAL EXPERTISE

- Symplectic Elements
- Innovative Millennium ILL
- OCLC Connexion
- WordPress
- HTML/CSS/PHP
- Dspace
- bepress

PRESENTATIONS

Let's Talk About What OpenBU and OA Can Do For You. Master of Arts in Medical Science Students, Boston University School of Medicine. March 12, 2018.

<http://ellenmetal.com/blog/wp-content/uploads/2018/04/MAMS-Let's-Talk-About-What-OpenBU-and-OA-Can-Do-For-You.pdf>

Finding a Forever Home. 2018 NETSL Annual Spring Conference. April 2, 2018. College of the Holy Cross, Worcester, MA. <https://perma.cc/K2GZ-XDFQ>

Migrating to the Open: Moving Scholarly Journals to the IR. 2017 Digital Commons New England User Group Meeting. July 28, 2017. UMASS Medical School Worcester, MA.

<https://escholarship.umassmed.edu/neirug/2017/program/6/>

Library as Publisher. SJSU INFO 204. July, 2015.

<http://ellenmetal.com/blog/wp-content/uploads/2018/04/Library-as-Publisher.pdf> and <http://ellenmetal.com/blog/librarianship/library-as-publisher/>

Talking 'bout Thesauri. Online Searching Class (SJSU INFO 244). April 3, 2015.

<http://ellenmetal.com/blog/talking-bout-thesauri/>

PROFESSIONAL ORGANIZATIONS

Law Librarians of New England (LLNE), Education Committee Member

- Coordinated semi-annual conference

New Hampshire Library Association, Reference and Adult Services Committee Member

- Designed e-publicity materials for annual conference and roundtable series, 2014-2015.
- Facilitated Roundtable for library co-op group, 6/2015.

OTHER RELEVANT EXPERIENCE

Volunteer Advocate for Special Education

October 2012 – Present

Parent Information Center, Concord, NH

- Completed a 44-hour federally funded training course to learn about advocating for children with special needs in the school environment.
- Assist parents of children with special needs navigate the special education process.

Instructor of Preschool Sports

September 2007 – June 2009

North Suburban YMCA, Woburn, MA

- Developed and taught classes for preschool children emphasizing basic sports skills and early learning concepts.

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September 1997 – January 1999

Executive Assistant

Nashua Symphony Association, Nashua, NH

- Created relational database of donor information from legacy data in flat tables.
- Produced publicity materials to promote concerts and other events.

Marketing Specialist

February 1996 – August 1997

Cayenne Software, Burlington, MA

(Through a series of mergers, the Cayenne product line is now owned by Computer Associates, NY)

- Interviewed software executives for marketing and sales references.
- Tracked media exposure, and success of PR campaigns via MS Excel.

Production Assistant

January 1995 – November 1995

Lia Sargent, Inc., Roslyn Estates, NY

- Restored/Refurbished dolls and doll accessories.
- Assisted with catalog photography, copyediting and production.

Jewelry Designer/Sculptor

1991 - Present

Handwrought Creations, EllenMetal.com, @ellenmetal

- Combine experimental and traditional techniques to create unique metal jewelry and sculpture.
- Produce photo-rich blog; discuss new design ideas using social media tools.