

Kamilah Wentworth

LIBRARIAN & METADATA ASSISTANT



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FOREST PARK, IL 60130



www.linkedin.com/in/kwentworthmlis

— EDUCATION

MLIS / LIBRARY &
INFORMATION SCIENCE

Dominican University
2012 - 2015

BLA / HISTORY

University of Illinois
2008 - 2011

— RELEVANT COURSEWORK

ADVANCED CATALOGING / 2014

Dominican University / Illinois

LIBRARY USER INSTRUCTION /

2014

Dominican University / Illinois

COLLECTION MANAGEMENT /

2013

Dominican University / Illinois

— EXPERTISE

Analytical thinking, planning

Strong communication

Accuracy and attention to details

Organization and prioritization

Problem solving

PROFILE —

Detail-focused and highly analytical Metadata Assistant and Librarian with experience in all facets of identifying access points, overseeing organization of library records, and updating internal databases. Insightful professional able to assess all internal systems and determine their effectiveness while conceiving of improvements to boost accuracy. Collaborative individual skilled in working as part of a cohesive team or with minimal supervision. Sharp working knowledge of IT with dexterity in troubleshooting and resolving issues. Excellent project manager. Bilingual in English (literacy & conversational) and Spanish (literacy & intermediate conversational)

PROFESSIONAL EXPERIENCE —

DATA MANAGEMENT ASSISTANT / *University of Chicago Library*

2019 - Present

Perform a broad range of complex acquisitions and bibliographic data management tasks and worked in cooperation with staff across all Library Technical Services units and the Electronic Resources Management and Collection Support departments on data management matters related to their operations.

Additional Key Contributions:

- Responsible for timely and accurate processing of acquisitions and bibliographic data from multiple vendor sources; collection statistics; reporting on data integrity and unit activities; and maintain bibliographic, holdings, and item data according to unit priorities and procedures.
- Maintain accurate metadata and edit bibliographic, holdings, and item records individually or in batch in the OLE system and/or with batch editing software.
- Manage files on local server and desktop computer, including archiving where appropriate and removing obsolete/temporary data.
- Ensure that data is structured according to national and local standards in OLE and is accurately represented in the public VuFind system as a part of quality control.
- Troubleshooting and resolving access issues with electronic resources

SR. DIGITAL DOCUMENT SPECIALIST / *Fay Servicing*

2017 - 2018

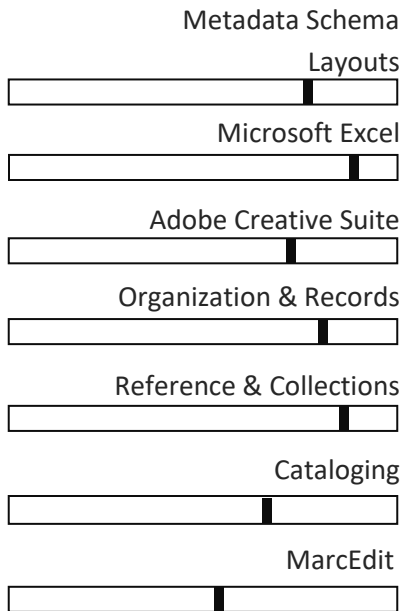
Streamline efficient internal workflows by shaping and training teams of new digital document specialists, managing archival activities, and consistently updating internal records. Conceptualize, develop, and draft Metadata Schema Layouts to boost upload times. Join efforts with developers to troubleshoot database issues for seamless operation.

Additional Key Contributions:

- Establish and enforce policies and procedures for proper use of records management systems.
- Analyze documents to verify the absence of errors as an integral leader of quality assurance.
- Facilitate a smooth and productive work environment while prioritizing top-tier customer service.

Kamilah Wentworth

— SKILLS



— AWARDS

4th Quarter Top Performer / 2016
Fay Servicing

EMPLOYEE OF THE MONTH / 2017
Fay Servicing

EMPLOYEE OF THE MONTH / 2016
Fay Servicing

— INTERESTS

History
XML Metadata Schema
MarcEdit
Bibliographic Databases
Reference and User Instruction
Electronic Document Acquisition

EXPERIENCE (CONTINUED) —

DIGITAL DOCUMENT SPECIALIST / *Fay Servicing 2015 - 2017*

Researched, identified, and properly filed documents through proper use of DocVelocity. Spearheaded responsibilities of supervising Fay's Document Management System such as aiding in data migration, conducting quality assurance checks, correcting any problems, and training patrons and staff members on use. Overhauled cataloging, discovery, and document access and demonstrate optimized proficiency in accurate metadata tagging.

Additional Key Contributions:

- Built and sustained beneficial relationships with partners such as vendors, investors, and firms.
- Instructed on resources and information acquisition while using Fay's Document Management Systems.
- Interfaced with patrons, assisted in locating books and resources, and promoted a positive experience.

SR. ORIGINAL DOCS & RECORDS SPECIALIST / *Pierce & Associates, P.C.*

2011 - 2015

Directed the legal library and supervised handling of documents including acquisition, review, copying information into digital databases, archiving, and cataloging. Served a significant role in preparing lawyers for court by gathering the necessary paperwork and submitting requests for extensions when needed. Offered strong administrative and project management skills. Managed the performance of audits on back-logged assignments and increased efficiency and productivity.

Additional Key Contributions:

- Executed in-depth research into legal regulations.
- Nurtured mutually beneficial working relationships with colleagues and superiors and collaborated on projects.
- Worked diligently to exceed expectations, resulting in a promotion from Legal Clerk to Sr. Records Specialist.

STUDENT CIRCULATION CLERK / *University of Illinois Engineering Library*

2008 - 2011

First point-of-contact for patrons needing assistance locating an item, checking out materials, and operating the Ex Libris Voyager Library System. Worked the reception desk and ensured the timely return of materials, as well as their circulation back to their appropriate locations. Optimized overall organization of the library.

Additional Key Contributions:

- Centralized focus on protecting library assets, monitoring security systems, and ensuring non-circulating items remain within the library; reported any suspicious activity and contribute to a safe environment.
- Internalized feedback from superiors and actively learned new techniques to improve on performance.

PROFESSIONAL DEVELOPMENT —

CATALOGING INTERNSHIP

Pritzker Military Museum & Library / 2018

COLLECTION MANAGEMENT INTERNSHIP

Pritzker Military Museum & Library / 2017

EAD FINDING AIDS INTERNSHIP / Archives

Chicago History Museum / 2016

STUDENT VOLUNTEER TEACHER/ (STUDY ABROAD COSTA RICA)

University of Illinois / 2010

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PROFESSIONAL REFERENCES —

TINA LOUISE MEAD

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Pritzker Military Museum & Library

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THERESA A.R. EMBREY, MLIS

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JULIE WROBLEWSKI

Archives & Manuscript Archivist

Chicago History Museum

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MAEGEN ROSE

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