

Gena R. Chattin

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EDUCATION

- | | |
|---|------|
| Master of Science in Library Science (M.S.L.S.) | 2011 |
| The Catholic University of America, Washington, DC
(ALA-accredited program) | |
| Master of Arts (M.A.) in French Language and Literature | 2009 |
| University of Maryland, College Park, MD
Thesis: "Sea Changes: Absence of the Feminine Presence and Its Replacement
in Verne's <i>Vingt mille lieues sous les mers</i> ." | |
| Bachelor of Arts (B.A.) in French | 2006 |
| University of Kentucky, Lexington, KY
Senior Thesis: "À la recherche des attitudes sociales à propos des accents français." | |
| Bachelor of Arts (B.A.) in English | 2004 |
| Department of English
University of Kentucky, Lexington, KY | |
| Associate of Arts (A.A.) in Computer Information Systems | 1997 |
| Midway College, Midway, KY | |

LANGUAGES

- English – native language.
- French – speak, read, and write with high proficiency.
- Spanish – beginner.
- German – beginner.

TEACHING EXPERIENCE

FREN103 Intensive Elementary French, School of Languages, Literatures, and Cultures, University of Maryland. 2007-2008, four sections. (4 credits)

FREN203 Intensive Intermediate French, School of Languages, Literatures, and Cultures, University of Maryland. 2008-2009, three sections. (4 credits)

PROFESSIONAL EXPERIENCE – LIBRARIES, ARCHIVES, AND MUSEUMS

Digital Initiatives Librarian

February 2012 – Present

Earl K. Long Library

University of New Orleans, New Orleans, LA

- Manage in-house and off-site digitization of special collections
- Administer multiple digital asset management systems including Archon, CONTENTdm, DSpace, and Digital Commons.
- Advise library community on copyright issues, particularly those pertaining to digitization of items and works.
- Collaborate with the Louisiana and Special Collections Departments to identify, prioritize, and digitize worthy collections.
- Collaborate with Scholarly Communications Librarian on institutional projects including data management plans.
- Train and assist staff in the use of digital asset management systems and digital resources.
- Collaborate with the Director of Research and Technology to identify needed hardware and software and plan for future purchases.
- Business Subject Specialist – Management and Hotel, Restaurant, and Tourism Specializations

Electronic Services Assistant (Graduate Library Preprofessional)

August 2009 – September 2011

Acting Web Support Librarian (May 2011 – August 2011)

Electronic Resources and Services Department, University Libraries

The Catholic University of America, Washington, DC

- Provided in-person, online, and telephone reference services to a diverse population of faculty, graduate, and undergraduate researchers.
- Instructed library patrons and staff in the use of electronic resources and microform.
- Responded to patron information requests via e-mail.
- Assisted librarians with instruction session setup and answered student questions during sessions.
- Created and updated websites using HTML, PHP, SQL, CSS, and content management systems.
- Conducted website usability testing.
- Wrote guidelines for website content and design for library staff.
- Created digital collections and exhibits using the Omeka web-publishing platform with Dublin Core metadata.
- Digitized art prints for online exhibition.
- Created metadata in a Filemaker Pro database and wrote SQL queries to convert in-house metadata into Dublin Core metadata using a crosswalk.

Archives Practicum (Semester Project)

January 2010 – May 2010

American Catholic History Research Center and University Archives
The Catholic University of America, Washington, DC

- Inventoried, processed, and researched the history of a French and German language World War I-era collection of military maps, photographs, correspondence, and ephemera using French and English language scholarly resources.
- Wrote an item-level archival finding aid for the collection using the Encoded Archival Description (EAD) metadata standard in preparation for potential future digitization.
- Performed basic physical preservation of photos, maps, and paper documents.

Student Assistant, Special Collections (Work Study)

January 2006 – May 2006

Margaret I. King Library
University of Kentucky, Lexington, KY

- Entered descriptive metadata for photos from the 1930s – 1950s in the John C. Wyatt Lexington Herald-Leader Photograph Collection.

Student Library Assistant, Periodicals (Work Study)

August 2004 – May 2005

William T. Young Library
University of Kentucky, Lexington, KY

- Retrieved and reshelved microform including U.S. government SuDoc materials in closed stacks.
- Assisted patrons with microform readers.
- Reshelved print journals and government documents.
- Did light reference work and helped genealogists use historic Kentucky newspaper collections.
- Kept customer service statistics.

PROFESSIONAL EXPERIENCE – PUBLISHING AND RESEARCH**Copy Editor (Graduate Assistant)**

August 2006 – May 2007

Critical Studies in Media Communication
University of Maryland, College Park, MD

- Edited articles for this journal in American Psychological Association (APA) style.

Marketing Assistant (Internship)

August 2004 – August 2006

University Press of Kentucky
University of Kentucky, Lexington, KY

- Wrote press releases and book jacket copy.

- Organized national author events and signings.
- Contacted national media outlets for interviews and book reviews.

Research Assistant (Work Study, Limited-Term Project)

January 2003 – May 2004

Department of English

University of Kentucky, Lexington, KY

- Retrieved primary source articles and summarized book reviews for Dr. Gordon Hutner's project *What America Read: Taste, Class, and the Novel, 1920-1960* (published by UNC Press, 2009).

TECHNICAL SKILLS

- | | | | | |
|---------|---------------|-------------|--------------|--------|
| • MARC | • Dublin Core | • CDWA Lite | • LibGuides | • HTML |
| • AACR2 | • EAD | • VRA Core | • Blackboard | • PHP |
| • LCSH | • MODS | • Omeka | • Wordpress | • CSS |

PUBLICATIONS, PRESENTATIONS, AND WEBSITES

Presentations:

- "Orphan Works at Home and Abroad: International Solutions to a Global Problem" (poster presented at the Catholic University of America School of Library and Information Science "Bridging the Spectrum" Symposium, 2011)

Internal Publications

- Archival Finding Aid for the Léon L. Dubois World War I Collection, <http://archives.lib.cua.edu/findingaid/dubois.cfm>.
- Statistics Research Guide (contributor), <http://guides.lib.cua.edu/statistics>.
- Zotero Research Guide, <http://guides.lib.cua.edu/zotero>.
- Contributions to the Catholic University of America University Libraries internal staff website.
- CUA University Libraries Public Website Guidelines.

External Publications

- Book reviews for *The Roanoke Times*.

Creative Work

- The Catholic University of America University Libraries Website, <http://libraries.cua.edu>, assisted webmaster in creation and maintenance of pages.

- Omeka digital collections and exhibits for the Catholic University of America University Archives, (<http://cuexhibits.wrlc.org>).

SERVICE

- **Volunteer Translator**, 2011, *The Encyclopedia of Diderot and d'Alembert Collaborative Translation Project*, MPublishing, University of Michigan Library, <http://quod.lib.umich.edu/d/did/>.
- **Communications Chair**, Spring 2010, American Society for Information Science and Technology (ASIS&T), Catholic University of America Chapter.
- **Graduate Student Forum Planning Committee**, 2008-2009, University of Maryland, School of Languages, Literatures, and Cultures.
- **French Week Committee**, Fall 2007, University of Maryland, Department of French and Italian.
- **Volunteer ESOL Speaking Partner**, Fall 2006, University of Maryland, ESOL Conversation Program.
- **Chair-Elect**, Louisiana Digital Library (LDL) Committee
- **Committee Member**, LDL Ad-Hoc Committee to evaluate Digital Asset Management Systems
- **Secretary-Elect**, ACRL-LA
- **Committee Member**, University of New Orleans, Earl K. Long Library Research and Travel Committee
- **Committee Member**, Library Code of Conduct Committee

PROFESSIONAL MEMBERSHIPS

ALA, ACRL, ACRL Rare Books and Manuscripts Section, ACRL-LA, ALCTS, ALCTS Preservation and Reformatting Section

HONORS AND AWARDS

- Université de Caen Scholarship, University of Kentucky, 2005 – 2006.
- O.J. and Ruby Wilson Award for Outstanding Senior in English, 2004.
- Trustees' Scholarship, Midway College, 1993-1997.