

Kathleen Lushek

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| Education | Master of Arts, Literature American University, Washington, DC | 2009 – 2011 |
| | Bachelor of Arts, Literature American University, Washington, DC | 2001 – 2005 |
| Work Experience | Office-Facility Manager/Operations Program Coordinator The Nature Conservancy East Hampton, NY | April 2018 – present |
| | <ul style="list-style-type: none">• Acts as IT key user for office, ensuring all technology is functioning & instructs staff on use• Works on improving existing database for TNC-authored articles• Manages Science Pubs mailing list, adding all new TNC-authored publications to database• Authored Open Access Policy for TNC & created proposal, budget, & timeline• Works as consultant for science staff on creating data visualizations for TNC polling results• Project manager of The Andy Warhol Visual Arts Program, managing visiting artists, overseeing board, creating promotional material, managing contracts, budget, & reports• Project manager of Chapter photographer, managing contract, projects, & hours• Created & leads Tech Talks, hands-on tech trainings for staff & created companion website• In absence of Communications Director, manages staff submissions for social media• Coordinates with Preserve Manager on maintenance & repairs to office• Manages office operations, including budgets, purchasing, & payment requests | |
| | Educational Specialist/Institutional Repository Support Specialist University of Hawai'i at Mānoa Honolulu, HI | Dec 2015 – Dec 2017 |
| | <ul style="list-style-type: none">• Managed Library's Institutional Repositories (IR) & content management system• Managed Library's Digitization Program• Trained & supervised employees in digitization practices• Performed updates to Library's public-facing website (including current website re-design)• Aided faculty & other contributors with submission of scholarly research articles• Chair of Library's Social Media Committee• Assisted with creation of IR/CMS collections, content, & metadata• Provided information & training regarding copyright• Trained faculty in use of Library IR for compliance with campus Open Access Policy• Organized Open Access Week activities on campus• Evaluated, tested, & recommended solutions to resolve technical issues related to metadata• Trained employees in use of scanning equipment, graphics software, & metadata• Trained & supervised LIS interns to the department | |
| | Technical Editor , AECOM Technical Services, Inc. Honolulu, HI | Oct 2014 – Dec 2015 |
| | <ul style="list-style-type: none">• Performed technical copyediting on long-form scientific reports• Formatted documents in Microsoft Word, ensuring consistency in style, spacing, & graphics• Lead in department on improving & developing scripts for efficiency in Word & Excel• Led department in improving workflow procedures using Zotero referencing software | |

Senior Production Coordinator, Public Library of Science (PLOS) Feb 2013 – Sept 2014
San Francisco, CA

- Led production work of PLOS Community Journals (*Computational Biology, Pathogens, Genetics, & Neglected Tropical Diseases*)
- Worked with authors, vendors, & internal departments to ensure timely publication
- Worked as a researcher with PLOS Labs, creating a landscape study for online science tools
- Planned & organized Lunch & Learns with partner organizations in the Open community
- Worked with the Advocacy team, researching projects involving institutional data
- Worked with the web team in performing quality control & corrections of web files
- Copyedited front matter articles
- Managed additional outsourced copyediting staff processes
- Led internal LaTeX working group, to improve submission processes & procedures

Senior Editor, World Franchising Network Nov 2012 – Jan 2013
Oakland, CA
(project-based position)

- Edited, wrote, & posted summaries of franchise companies to the Network's website
- Formatted page templates & created tables using InDesign & Excel
- Edited logos using Photoshop
- Created social media announcements about news in franchise industry

Assistant Editor, American Association for Justice April 2012 – June 2012
Washington, DC
(project-based position)

- Edited a collection of 100+ legal papers submitted for the Association's annual conference
- Formatted each paper, working in Word & PowerPoint to create uniform templates
- Used legal footnotes & Chicago Manual of Style in editing of legal papers

Editor/Bookseller, Politics & Prose Bookstore July 2011 – March 2012
Washington, DC

- Created a physical staff picks section of the bookstore
- Edited & designed printed staff recommendations with InDesign
- Posted all staff recommendations to the store's website, using html
- Lead bookseller in charge of processing & filling all web orders

Writing Center Tutor, American University Jan 2010 – May 2011
Washington, DC

- Held regular meetings with students to assist in writing improvement
- Helped undergraduate & graduate students with brainstorming & organization
- Assisted in freshmen writing class, twice a week, working with ESL students

Teaching Assistant, American University Jan 2011 – May 2011
Washington, DC

- Led student discussions after weekly film screenings for Critical Approach to Cinema course
- Assisted with assignment grading
- Helped in syllabus development & course planning
- Met individually with students regarding assignments & exam performance improvement

Senior Analyst, SNL Financial
Charlottesville, VA & Washington, DC

July 2006 – Jan 2011

- Managed document ordering & uploading to online database
- Rewrote, redesigned, & maintained department's internal website, using Sharepoint
- Coordinated with contacts in Federal & State agencies to receive public financial documents
- Trained & managed 25+ remote analysts in document management

Assistant to International Student Coordinator
American University
Washington, DC

Aug 2001 – June 2004

- Assisted with student visas, transcripts from home universities, & internship applications
- Helped international students in navigating internship-searching in DC & classes
- Organized orientation & final certificate ceremony at the end of each semester

Skills

Content Management: MS Office, Adobe Acrobat, LibGuides, Sharepoint, Salesforce, GitHub

Design & Production: Photoshop, InDesign, ABBYY FineReader, iMovie, Handbrake, Gimp, Corel Paintshop

Social Media: Twitter, Facebook, Wordpress, Instagram, Hootsuite, Tumblr, Google+

Languages: English, Intermediate French, XML, HTML, PHP, elementary Python

Library Activities/Committees

- Web Advisory Committee – Hamilton Library May 2017 – Dec 2017
- Exhibits Committee – Hamilton Library Dec 2016 – Dec 2017
- Hawaii Library Association Member Nov 2016 – Dec 2017
- SHARE Curation Associate – Center for Open Science July 2016– July 2017
- Open Educational Resources (OER) Working Group – Hamilton Library Dec 2015 – Dec 2017
- Social Media Group, Chair – Hamilton Library Dec 2015 – Dec 2017
- Hawaii Library Association Conference attendee – Hilo, HI Nov 2016
- Strategic Planning Committee, Web Presence Focus Group – Hamilton Library Fall 2016
- Strategic Planning Committee, Discovery Layer Focus Group – Hamilton Library Fall 2016
- Digitization Presentation to Library Education for the U.S. Affiliated Pacific (LEAP) Scholars – Hamilton Library May 2016
- FORCE2016 Conference attendee – Portland, OR April 2016

Volunteer/ Other Activities

- Common Cause Hawaii Board Member Nov 2016 – July 2017
- Volunteer/Storyteller, Code for Hawaii Brigade July 2015 – April 2016
- Fully funded Volunteer at Open Knowledge Festival, Berlin July 2014
- Curator [Open Knowledge Foundation Community Stories Tumblr](#) Dec 2013 – Oct 2014
- Volunteer, Surfrider Foundation, San Francisco Chapter June 2012 – Sept 2014
- Search Committee for faculty candidate, American University Feb 2011 – May 2011
- Student representative for MA Committee, American University Jan 2010 – May 2011
- Submissions reader for *Folio*, American University's literary journal Aug 2009 – May 2011
- Volunteer ESL Teacher, Charlottesville Adult Learning Center Aug 2006 – Jan 2009

Etc.

- Blog post, *Speaking of Medicine*: <http://blogs.plos.org/speakingofmedicine/2014/05/05/aprils-lunch-learn-dr-desiree-labeaud-2/>
- Presentation slides: <https://slides.com/kathleenluschek>