

Erika A. Nygard

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EDUCATION

KENT STATE UNIVERSITY
SCHOOL OF LIBRARY AND INFORMATION SCIENCE
Master of Library and Information Science (Online)

Kent, OH
(2016 – present)

NAPIER UNIVERSITY
Postgraduate Certificate, Information Systems

Edinburgh, U.K.
(2000)

QUEEN MARGARET UNIVERSITY
BA (HONS) Communications

Edinburgh, U.K.
(1995-1999)

Sight & Sound College
NVQ Business Administration

Edinburgh, U.K.
(1992)

TELFORD COLLEGE
National Certificate in Technical Theatre

Edinburgh, U.K.
(1991)

WORK EXPERIENCE

WARWICK COMMUNITY SCHOOL | Warwick, MA.
Librarian

(2016 – Present)

Responsible for all elementary school library management duties: cataloging, circulation, maintenance of the integrated library system and its home page. Leading all library classes from preschool to 6th grade. Introducing younger students to the joy of reading and books. Teaching older students skills involved for effective searching of library catalog as well as databases and common search engines (Google). Ensuring access to appropriate materials in keeping with student interests, curriculum learning, and providing access to quality online resources. Organizing book Fairs and helping literacy events.

WARWICK COMMUNITY SCHOOL | Warwick, MA.
Paraprofessional, Warwick Community School, Warwick, MA.

(2013-2016)

Worked for three years as a paraprofessional in preschool and kindergarten. 1:1 with special needs child, ensuring they have a positive and enriching learning experience. Acquired early learning certificates in early childhood education and for children with special needs (Greenfield Community College). Trained in early childhood screening. Library volunteer, PTO President, soccer coach (K-2), grant writing, fund raising, community involvement.

Office Assistant, FOODPLAY Productions | Florence, MA.

(2yrs, 2001-2002)

FOODPLAY is a nutrition education company predominantly aimed at children. They design and present media campaigns, theater performances, educational programs and conference presentations. My main responsibilities were as a liaison between performers and office, keeping track off and updating performance information, packing conference materials, ensuring

SKILLS

Computer Technology:

Comfortable with computer and Internet systems and technologies, maintenance, updates, installs, general network environments.

Computer Software:

Microsoft Office Suite, Adobe Acrobat, GIMP (open source graphic software), Paint Shop Pro, Corel Photoshop.

Core Library Skills

Management 101, Foundations of Information and Library Science, Organization of Information, Information Seeking, Strategic Planning, Basic Reference, working knowledge of CW MARS and Destiny integrated library system, basic knowledge to help with accessibility issues - specifically Windows *Ease of Access* setups. General knowledge of screen readers, hearing loops, talking books.

Digital Library Planning:

Policy Reports for Collection, Digitization, Metadata, and Evaluation.

adequate stock levels of materials, updating and having creative input on materials such as videos and fliers, liaison with the press and public inquiries.

Sound and Light technician, Royal Lyceum Theater, Edinburgh. (1992-1999)

This is Scotland's number one repertory theater. My main responsibilities were in the Sound Department working with the sound engineer and operating the sound for shows. We used various modern sound production and mixing devices including DAT and Apple Mac software. I occasionally crossed over to the Lighting Department and operated the lighting board or follow-spot on various shows. The job required initiative and creativity, ability to work in a team, to multi-task, to work under stress and pressure and meet deadlines.

Crew Member, Edinburgh International Festival Society. (seasonal 1992-1998)

Seasonal work through the Edinburgh Festival Society working with touring companies. This involved mostly stage-work for and during performances. As well as incorporating the necessary theater skills, this job required working with people from all over the world. Therefore, a good sense of diplomacy and cultural sensitivity was necessary. My ability to understand a little Spanish and German would come in useful.

Office Assistant, Edward Leitch Ltd. (1991-1992)

The company is in the plastics industry. This position gave me experience in general office skills: filing, typing, mailing, dealing with phone calls and so on. This job was gained through a Business Administration training program where I was also taught shorthand and touch-typing.

***** Hobbies and Interests *****

Photography, Black Belt in Tae Kwon Do, student of *kuhapdo* (Korean sword martial art), gardening, museums, genealogy, history, cultural heritage informatics, technology).

Website

Development:

Dreamweaver, Atom, Notepad++, Google Sites, KOS, thesauri and taxonomy design, semantic network, graphic visualizations, digital libraries and collections.

Coding (Basic

knowledge):
HTML, CSS, Javascript, JSON, PHP, MySQL, SPARQL.