

Mary Lamb

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Summary of Qualifications

- Five years of experience in public and academic libraries.
- Solid knowledge of legal research materials and various information resources.
- Successful project management with quantifiable results.
- Over ten years experience with the largest provider of materials to the legal market.
- Sincere commitment to fostering excellent team relations and morale.

Employment

Assistant Director of Public Services Law Library, Mystery University, Portland, MO 12/99-present

- Directed and managed Reference, Circulation, Reserve, Collection Development, and Interlibrary Loan departments, and their related services, for a 280,000-volume academic law library.
- Provided in-depth, ready and telephone reference service to students, faculty, staff, and lay patrons.
- Edited library newsletter and other library publications, including research and patron guides.
- Professor, Advanced Legal Research.
- Member, Faculty Law Journal Committee.

Senior Library Technical Assistant/Library Specialist University Libraries, Another University, Collegetown, ME 3/98-11/99

- Provided reference service for Periodicals stacks.
- Managed large stack maintenance staff for 923,000-volume academic research library.
- Performed circulation, collection access, and collection maintenance duties.
- Processed interlibrary loan requests using online bibliographic networks.

Library Specialist Myhome County Library District, Somewhere, FL 5/97-4/98

- Provided reference services in children's and young adult areas of a public library.
- Supported public library automation stations and tested library automation software.

Freelance Editor and Indexer 12/96-5/97

- Compiled tables of cases and performed citation verification for multi-volume federal taxation treatise.
- Compiled tables for college textbooks.

**Online Quality Management Liaison
Legal Publishing Company, Nowhere, NV
1994-1996**

- Tested and developed data quality and integrity standards for textual databases.
- Identified, reported and resolved data, searching and systems problems for online databases.
- Released over 3000 news and information databases.

**Legal Editor
Legal Publishing Company, Nowhere, NV
1990-1994**

- Edited and indexed copy for a biweekly Social Security, Medicare, and Medicaid service, including case law, statutes, rulings, notices, and indices.
- Drafted, implemented and tested design specifications for a groundbreaking Social Security law CD-ROM.
- Edited peer-reviewed submissions to a monthly labor law periodical.
- Profitably planned, organized and managed the publication of 4 annual encyclopedic supplements to a multi-volume legal encyclopedia marketed to college, public and private libraries:
 - Researched and selected content for over 600 topics, entries and essays;
 - Hired and directed freelance writers;
 - Edited, reviewed and approved photographs, artwork, tables, indices;
 - Liaison to production and copy editors on galleys, proofs, and production, style and grammar queries.

**Content Editor
Legal Publishing Company, Nowhere, NV
1989-1990**

- Edited user documentation, training materials, and promotional materials (manuals, interactive and print training courses, user guides, newsletters, flyers, and brochures) to ensure accurate content and useful presentation of Productname databases, services, and gateways.
- Researched, tested, and analyzed all Productname techniques, tips, and searches illustrated in department and user documentation.
- Created content guidelines for effectively communicating system developments to users.
- Tested Productname databases and system developments, and maintained complete records of content, coverage and technical enhancements.

**Documentation Coordinator and Writer
Legal Publishing Company, Nowhere, NV
1987-1989**

- Authored or co-authored 6 Productname reference manuals and 15 topical publications on Productname research techniques.
- Penned a monthly newsletter column on online sources and methods for use in Productname tax research.
- Edited and supervised 5 documentation writers and 2 independent contractors.
- Drafted and tested online research techniques.

Publications Editor

Legal Publishing Company, Nowhere, NV

1986-1987

- Authored and edited Productname search techniques included in Productname training materials and Legal print products.
- Edited and supervised 2 independent contractors.

Reference Attorney

Legal Publishing Company, Nowhere, NV

1985-1986

- Provided telephone support for Productname subscribers on databases, services, gateways, and search techniques.

Database Skills

Westlaw, Lexis-Nexis, Dow Jones, Dialog, Dun and Bradstreet, MS Word, MS Excel, Corel WordPerfect, LegalTrac, WWW, FirstSearch, OCLC, and RLIN.

Education

Bachelor of Arts; 1981; Northern University, City, State.

Juris Doctor; 1985; Central University, City, State.

References

Available upon request.