

**HENRY JOBHUNTER**  
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**Library Technician**, July-August 2002

Law Firm A (via A.I.M)

- Original and copy cataloging; legal research; system administration (Eos/Glas software); revamped library processes and modernized library procedures.

**Library Technician**, March 1999 – April 2002

Consulting Firm, San Francisco

- Document delivery, business research.
- Cataloging on Sirsi system, and responsible for serials management, for all US offices.
- Principal contact for all US offices with Ebsco and Sirsi.
- In charge of all in-house library materials and procedures.

**Cataloger**, 2000

Law Firm B (via Taylor & Associates)

- Cataloged a library of several thousand volumes in LC. Materials included law, engineering and biochemistry. Database in InMagic.

**Cataloger**, 1999

ABC Product Design (via Taylor & Associates)

- Co-cataloged an 800-volume collection on FileMaker Pro. About half of the material required original cataloging.

**Intern**, January – June 1999

SF City College Library, San Francisco

- Copy-cataloging on OCLC; original cataloging; subject indexing.
- Extensive cataloging of ESL materials according to College practice.
- Determined call numbers in LC system; cleaned up call numbers in Dynix OPAC.

**Clerk**, 1995 – 1998

Town Video, San Francisco

- Video cataloging, circulation, accounts, displays, reference.
- Managed key aspects of store operations.
- Interacted with wide variety of patrons.

**Staff Research Associate**, 1990 – 1996

University Institute for Health Policy Studies

- Designed and developed databases designed to track each questionnaire from field site through data entry – approximately 2500 forms annually.
- Assisted in compiling and managing data for several studies of HIV infection among IV drug users and homeless youth.
- Conducted quantitative interviews in street settings with respondents, provided pre- and post-test HIV counseling, disclosure of HIV serostatus.
- Assisted in quality control of data forms, revision of research instruments and training of interviewers.
- Researched and compiled lists of medical and mental health resources in San Francisco and environs for adults and for youth.

**Computer skills**

Sirsi, Windows 98/ Microsoft Office, WWW browser searching, RLIN, Investext, Factiva, Lexis/Nexis, ProQuest, Profound, D&B MDDI, Marcive, InMagic, Filemaker Pro, OCLC, Dynix.

**Education**

Award of Achievement in Library Information Technology, City College San Francisco, 1999.