

SHARON M. FOSTER
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OBJECTIVE A leadership position in a busy public library, where my reference, instruction, and technical skills, management experience, imagination, and commitment to excellent customer service can be applied to meeting the needs and challenges of the 21st century community.

LIBRARY EXPERIENCE

SUMMARY Five years of public library experience: providing reference, circulation, and reader's advisory services; instructing patrons and staff in the use of hardware, software, and Web-based services, including library catalogs and databases; maintaining library websites using Dreamweaver, Contribute, Wordpress, HTML, CSS, and various graphics editing programs; diagnosing and solving hardware and software problems; selecting, purchasing, installing, configuring, monitoring, and maintaining technology equipment and software; writing annual technology report and plan; testing and evaluating new technologies. Proficient in Microsoft Office Suite, including Access database design and implementation; OpenOffice and other open source productivity applications; Windows, Mac, and Ubuntu Linux operating systems; III Millennium, SirsiDynix Horizon and WorkFlows, TLC Library Solutions, and Ex Libris Voyager integrated library systems (ILSs).

- 2009—present Rye Public Library, Rye, NH—Technology Librarian**
Management and hands-on troubleshooting of daily operations for all library technology, including staff and public computers, ILS and web servers, printers, wired and wireless networking equipment, and audio/video equipment. Responsible for website maintenance and enhancements, and leading project to design new website. Offer weekly public talks on technology topics of interest to patrons, including computer basics, files & folders, Internet safety, the library's catalog and databases, digital cameras, e-readers, and portable audio devices. Offer one-on-one computer tutoring on a weekly schedule and by appointment. Recommend the acquisition of online and print reference materials, and science fiction and other genre literature. Offer reader's advisory in fiction and non-fiction. Staff public service desk 5-10 hours per week.
- 2007—2009 Cheshire Public Library, Cheshire, CT—Librarian I (part-time)**
Worked with network support staff at Library Connections consortium and Town of Cheshire IT Department to manage staff and public computers, printers, and network equipment. Headed Library 2.0 committee to identify and implement ways to use Web-based social networking services such as Facebook, Twitter, blogs, and wikis for patron outreach.
- 2007—2009 New Canaan Library, New Canaan, CT—Reference Librarian (part-time)**
Assisted patrons in finding materials in the library and online, using the catalog, and using Windows, MS Office applications, scanners, and print management system. Tallied monthly report of patron interactions, computer use, and other reference services. Administered Interlibrary Loan borrowing requests using OCLC FirstSearch. Acquired and logged circ statistics used to make collection weeding decisions. Performed opening and closing procedures for Reference Department.
- 2007—2008 Albertus Magnus College Library, New Haven, CT—Reference Librarian (part-time)**
Full responsibility for library each Sunday evening and occasional weeknights. Assisted students using the library's public computers and printers, and instructed them in the use of the library's subscription databases, including Expanded Academic ASAP, ABI/Inform Complete, Business and Company Resource Center, LegalTrac, Lexis/Nexis Academic Universe, History Reference Center, and JSTOR. Checked out materials, issued cards, updated student accounts, and supervised one to two student assistants. Performed all closing procedures for entire building.
- 2006 Danbury Public Library, Danbury, CT—Technology Center (temporary)**
Configured, and installed 20 new computers for Adult, Tech Center, and Language Lab public areas. Provided Helpdesk support for up to 60 public computer patrons.

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2005—2007 Westport Public Library, Westport, CT—Technical Support (part-time)
Assisted patrons in the use of public computers and software; PC Reservation, LPT:One, Microsoft Office Suite, iCONN and other online databases, Internet search engines, email, wireless network, Adobe PhotoShop, scanners, pay-for-print system, microfilm readers/printers, OCR software, and copiers. Prepared written "tip sheets" on setting up and using email, printing and page setup options, using attachments, and using scanners.

TECHNOLOGY and PROJECT LEADERSHIP EXPERIENCE

SUMMARY Over 20 years of experience in the planning, management, specification, design, development, documentation, test, and integration of complex software systems. As lead software engineer, I managed teams of up to six senior software developers.

Highlights **Hamilton Sundstrand, Windsor Locks, CT—Software Engineer contractor**
DRS Power & Control Technologies, Inc., Danbury, CT—Senior Engineer II
SVG Lithography, Ridgefield, CT—Principal Engineer
Hughes Danbury Optical Systems, Danbury, CT—Software Engineer contractor

EDUCATION

DEGREE **Southern Connecticut State University, M.L.S.**
PROGRAMS Portfolio at <http://www.vsa-software.com/mlsportfolio/>
University of Connecticut, School of Law, J.D.
New York University, School of Engineering and Science, B.S. in Applied Mathematics.

OTHER TRAINING Hands-on workshops, in person and online, in a variety of technology subjects including: Drupal, Joomla, and Mambo content management systems; HTML, CSS, Perl, PHP, and MySQL; networking; Moodle; Flash; Dreamweaver; advanced Excel; software project planning and management.

PROFESSIONAL ASSOCIATIONS New Hampshire Library Association, Information Technology Section.
New England Library Association, Intellectual Freedom Committee.
Connecticut Library Association.

References Available Upon Request