

LAYNE FARGO

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SUMMARY OF QUALIFICATIONS

- Information professional with dual Master's degrees in library science and theatre
- Specializing in research, synthesis, and dynamic applications of information
- Experience working in a variety of environments, including museums, libraries, archives, and arts organizations, providing resources for audiences of all ages and backgrounds
- Expert user of technology, including Windows and Mac operating systems, the Microsoft Office suite, website design tools, image editing software, and Web 2.0 applications
- Detail-oriented, self-motivated, and versatile with excellent organizational, writing, editing, and task management skills, as well as a genuine love of learning
- Seeking employment in a challenging, diverse, research-driven environment dedicated to discovering innovative methods of bringing information to life

EXPERIENCE

The Field Museum Exhibition Development Volunteer *(November 2009 - Present)*

- Providing assistance with a variety of projects as needed, including managing the department library and completing research for exhibits currently in development

Butler Hill Group Team Lead *(October 2009 - Present)*

- Freelance consulting position supervising a team of data annotators and evaluating web content to improve search engine functionality for a major technology corporation

Heights Public Libraries Tech Trainer\Adult Services Associate *(August 2008 - July 2009)*

- Designed and implemented technology curriculum for a diverse patron base, covering subjects such as word processing, web browsing, email, HTML, blogging, and online job searching
- Administered the Tech Training area of the library website as a member of the staff Web Team, streamlining navigation, updating existing pages, and generating new content

Cleveland Museum of Natural History Practicum Library Assistant *(January 2009 - May 2009)*

- Developed technology-based initiatives to increase public interest in the museum library, including a digital exhibit of rare books and a blog highlighting library resources
- Conducted a preservation assessment of a library collection using CALIPR, analyzing conditions of materials and advising a course of action for treatment and repair

Lawrence & Lee Theatre Research Institute Archives Assistant *(January 2007 - August 2008)*

- Managed the Charles H. McCaghy Collection, including processing of items, detailed database entry, recommendation of additional acquisitions, and curation of a digital exhibit
- Encoded XML finding aids for several collections and made them available on the OhioLINK EAD Finding Aid Repository, increasing public awareness and interest in archive materials

Shakespeare Theatre of New Jersey Dramaturgy Intern *(May 2004 - August 2004)*

- Performed in-depth research on a wide assortment of subjects as a dramaturg for several theatrical productions, synthesizing information for presentation to the cast and crew as well as creating study guides and other audience outreach materials

EDUCATION

Kent State University Master of Library and Information Science *(2009)*

The Ohio State University Master of Arts in Theatre *(2008)*

Indiana University of Pennsylvania Bachelor of Arts in English\Theatre *(2006)*