

Stacey Lunden

smlunden@gmail.com

Work Experience

Help Desk Assistant, UNC SILS Computer Lab, Chapel Hill, NC (01/07-Present)

- Assist faculty and students with daily computing needs, troubleshooting, and maintenance of school or personal equipment.
- Update library school's websites in XHTML and XML.
- Summer 2007 Student Manager, extra duties include scheduling and coordinating personnel

Library Assistant, NC Biotechnical Center, Raleigh Technical Park, NC (10/06-12/06)

- Checking-in journals and papers, checking-out library materials, reshelving, and general assistance to staff.
- Data cleanup for database conversion.

Freelance Photography Assistant, Albany, NY and San Francisco, CA (10/03-7/06)

- Assist photographers in lighting, studio management, digital capture and processing, archiving, customer care, and cleaning.

Bookseller and Storyteller, Barnes & Noble Bookstore, Niskayuna, NY (10/03-9/04)

- In Kids section: help customers find and order books, recommend books appropriate to age level and interest, shelve, clean, and set up displays.
- Select and read books for Beginning Reader's Storytime.

Generator Requisition Manager, GE Power Systems, Schenectady, NY (9/00-1/03)

- Manage generator orders throughout manufacturing process: answer customer questions, confirm and offer alternatives on generator options, and ensure timeliness and accuracy of documents.
- Use Six Sigma methods to improve efficiency and digitize redundant tasks.

Computer Experience

- PC and MAC based operating systems.
- Intensive professional and personal work in Photoshop CS2
- Experience working with UNIX, Access, HTML, CSS, XHTML, XML, Visio.

Educational History

UNC School of Library and Information Science, Chapel Hill, NC (Present)

Rocky Mountain School of Photography, Missoula, MT (5/03-8/03)

- Professional Certificate course completed.

Hudson Valley Community College, Troy, NY (1/99-5/99)

- Courses taken in Biology, Anatomy, and Organic Chemistry. GPA: 4.0/4.0

Lafayette College, Easton, PA (9/94-5/98)

- Bachelor of Science in Mechanical Engineering with a Minor in Chinese. GPA: 3.4/4.0 Dean's List Fall 1995, Fall 1996. EIT earned Spring 98.