

MARISSA J. ANTOSH

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Education

- Master of Library Science 2012
Southern Connecticut State University, New Haven, CT
- Bachelor of Arts, cum laude English and fine arts 2006
Stonehill College, North Easton, MA

Professional Experience

- **Wilton Library Association, Wilton, CT (May 2012-present)**
Youth Services Assistant
 - Develop social media presence for teen department, including dedicated Twitter and Pinterest accounts
 - Run book club for grades 4-6, Lego Club for grades K-2 and 3-5, and art exploration program for grades 3-5
 - Book performers for children's summer program
 - Create and run teen programming, especially for the summer, e.g. Sharpie tie dye
 - Read reviews and select materials for teen and children's departments
 - Assist in processing for new materials, including assigning appropriate Dewey Decimal numbers
 - Shift and change collections as directed by department heads of children's and teen departments
- **Wilton Library Association, Wilton, CT (February 2008-May 2012)**
Teen Assistant
 - Selected and processed materials for teen collection
 - Created teen programming and assisted at teen events, e.g. Altered Books Workshop
 - Provided reference and reader's advisory services
 - Designed displays and reader's advisory materials, e.g. Staff Summer Suggestions, Graphic Novels, and book trailers
 - Collaborated on instructional comic book about library services for teens, viewable at <http://tinyurl.com/wiltoncomic>
 - Added titles to teen library's LibraryThing account
 - Publicized teen events on library's Twitter account and teen blog
 - Attended local YA roundtables
Children's Assistant
 - Selected materials for children's collection
 - Provided reference and reader's advisory services
 - Conducted children's programs, e.g. weekly Lego Club
 - Assisted at children's events, e.g. annual Library Sleepover
 - Publicized children's events on library's Twitter account
Circulation Assistant
 - Checked materials in and out to patrons, collect overdue fees
 - Placed items on hold and contact patrons with holds
 - Signed patrons up for library events
 - Directed phone calls and answer drive-thru window
 - Carted incoming materials properly

Shelving Supervisor

- Managed team of six to eight shelvees, including initial training about library's collections and layout
- Continually updated collection maintenance manual with location changes and new collections
- Located misplaced materials, including items patrons claim returned
- Shelveed, shift, relabel, and maintain library collections

- **Brookfield Library**, Brookfield, CT (August 2007-February 2008)

Circulation Assistant

- Checked materials in and out, interacted with patrons and collected fines
- Called patrons with materials on hold and placed books on reserve
- Prepared items for transit to other libraries

- **Society of Plastics Engineers**, Brookfield, CT (January 2007-August 2007)

Online Program Coordinator

- Planned schedule and contacted presenters for online presentations at non-profit professional society
- Conducted online presentations through an online vendor and troubleshooted technical problems with vendors and presenters.
- Developed promotional materials for department of Training and Education.
- Worked with the department of Event Management in planning Annual Technical Conference.

- **Stonehill College**, North Easton, MA (August 2005-June 2006)

Teaching Assistant

- Demonstrated bookbinding techniques and clothing construction techniques for two different art courses taught by professor Maryjean Viano Crowe
- Devoted one night weekly to assisting students in the art studio

Computer Skills

- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Proficient with Polaris, SirsiDynix Horizon and LibraryInsight
- Acquainted with Microsoft Publisher, Access, Adobe Photoshop, Dreamweaver, Quark
- Proficient in using the Internet, including social media
- Familiar with Windows and Macintosh operating systems

Professional Organizations

- American Library Association including YALSA
- Connecticut Library Association
 - Awarded FLAG (Fairfield County Library Administrators Group) scholarship in 2009
 - Attended CLA conference in 2009, 2010, and 2012
 - Attended Young Adult roundtables in 2010 and 2011

Internship Experience

- **The Center for Book Arts**, New York, NY (June 2005-August 2005)

Production Intern

- Worked on production of hand-bound artists' books and handmade portfolios, setting and distributing type
 - Assisted with printing broadsides and custom designed stationery on Vandercook printing presses
 - Installed broadsides and books for the 30th Annual Artist Members' Exhibition and the Work-Study & Intern Exhibit, collating broadsides, and mailing out publicity to members
- **Carnegie Hall**, New York, NY (February 2005-May 2005)
Corporate Fund Intern
 - Drafted and sent correspondence and acknowledgements to corporate sponsors regarding donations, sent tickets, and researched and developed potential donors
 - Responded to inquiries of corporate employees about their membership benefits, mailed Playbills and attended dress rehearsals to greet Corporate Fund members

Volunteer Activities

- **Bethel Public Library**, Bethel, CT (February 2007-February 2008)
Shelve books and videos, stamp date due cards, read shelves for accuracy, restock paperback rack, collate new patron folders, prepare new library cards, file new patron cards, pull patron requests for shipment to other libraries.