ZARA SINGH

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OBJECTIVE

To obtain a position as librarian or database manager.

HIGHLIGHTS OF QUALIFICATIONS

- Experience classifying and cataloguing information for a non-profit centre's website
- Strong information technology skills: MS Office Suite (including MS Access), Web CT, HTML, and Internet Research Skills.
- Specialized Knowledge Areas: Cataloguing, Database Design, and Knowledge Management.
- Demonstrated ability to improve efficiencies, cooperate within a team environment, and achieve low error rate on detailed projects.
- Languages: Hindi (speak, read, write), French (conversational).

EDUCATION

Master of Library and Information Studies   Graduation Expected - Dec. 2011
University of British Columbia   Vancouver, BC
- Major Project: Capturing Knowledge in BC's Health Sector Using Technology and People

Master of Science - Biochemistry   2007 - 2009
Sardar Patel University   Gujarat, India

Bachelor of Science - Biochemistry   2003- 2007
Sardar Patel University   Gujarat, India

RELATED EXPERIENCE AND ACCOMPLISHMENTS

Information Manager (Volunteer)   Apr. – Sept. 2011
Health Now - (www.healthnow.org)   Vancouver, BC

Classified and catalogued 3,000 items for a centralized non-profit health information centre who provides professional referrals to social service agencies in the Lower Mainland.   The revised system was used for the centre's new MS Access-based site and referring new clients.

- Streamlined the centre's information base from 150 to 30 categories enabling more timely retrieval and response efficiency.
- Commended for efficiency, accuracy, strong classification and organizational skills by web-developers.

Database Designer (Student Project)   Jan. – Dec. 2010
MLIS Program, University of British Columbia   Vancouver, BC

Worked with a team of three students who designed a database for UBC's International Student Exchange Office.

- Developed a relational data model within MS Access to store and retrieve over 5,000 records with 50 fields of information for this busy office serving international students seeking specialized services.
- Received a grade of "A" for effectively applying principles of cataloguing, classification and subject analysis into the database design.

Reference Librarian Assistant – Health Sciences Library   Sept. – Dec. 2009
University of British Columbia   Vancouver, BC

Assisted patrons in use of university's online catalogue, subject-related indexes and databases. Served approximately 30 clients per eight-hour shift.

- Improved client's ability to perform successful on-line searches by creating a series of instructional pamphlets.

OTHER EXPERIENCE

Editor (part time)   May 2005 -October 2007
Asana Software Limited   Punjab, India

Reporting to the Manager of Operations, transcribed and edited approximately 200 voice files per month from medical practitioners in North America for this U.S.-owned medical transcription company.

- Edited 500 lines/day of detailed medical transcripts with an accuracy rate of 98%, a rate significantly higher than industry standard.
- Compiled and collected reference material from the corporate library for the transcribers and editors, maintained medical records, journals, and dictionaries.
- Led and motivated a team of five transcribers working within tight deadlines.
- Underwent rigorous training for four months according to the AAMT (American Association of Medical Transcription) guidelines.

PROFESSIONAL AFFILIATIONS

BC Library Association   Feb. 2005 to Present
UBC Special Library Association   Sept. 2004 to Present

INTERESTS

Ultimate (made provincial championship in 2010), writing a food blog (www.zaraplusfood.com), and travelling.