

# Amber Painter

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## Education

**School of Library & Information Science,  
Indiana University, Bloomington, IN**

MLS, expected May 2011.

**Saint Mary's College, Notre Dame, IN**

B.A. Studio Art with a minor  
in Political Science, May  
2007.

## Library Experience

**Supervisor, Media and Reserve Services**

August 2010-present

- Process new acquisitions and reserve requests.
- Supervision of undergraduate supervisors.
- Providing assistance to patrons.

**Library Associate, Stacks Management  
Hesburgh Library, Notre Dame, IN**

03/2008-12/2008

- Worked along with a 5 person team to shift the main collection, spanning 13 floors, as well as incorporating the life science library into the main collection.
- Assisted with shelving when necessary.
- Flagged damaged materials for process.
- Took measurements for growth projections.

**Student Worker, Circulation  
Cushwah-Leighton Library**

01/04-05/06

- Provided assistance to patrons, including searching for materials, answering questions and retrieving reserve items.
- Charged and discharged items from the collection.

**Student Assistant, University Archives  
University of Notre Dame**

06/05-02/06

- Created digital copies of analogue prints and negatives in the collection.
- Assist patrons with their searches and provide instruction on how to operate microfiche readers.
- Created a shelf list of photography and illustrative works in the C.S.C. of Holy Cross Collection.
- Performed a variety of office duties as necessary.

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## **Student Worker, Labeling and Preservation Hesburgh Library, University of Notre Dame**

05/03-06/04

- Prepare new acquisitions for labeling.
- Create call number labels to preservation standards.
- Complete minor repairs to damaged materials in the collection.

## **Student Worker, Cataloging Hesburgh Library, University of Notre Dame**

05/03-06/04

- Under the supervision of the head of Cataloging I worked with several other students on the final phase of transition in the switch from hard copy to a digital catalogue by checking the shelf-list against their marc records.
- Using FastCat II, changed the status of new acquisitions to make them available in the catalogue.

## **Professional Membership**

### **Asian Pacific American Library Association**

2010 Literature Award  
Committee member.

### **Indiana Library Federation**

2010-2011

## **Awards and Honors**

*Indiana Librarians Leading in Diversity Fellowship recipient, 2010*

*Recognition of Service to the office of Multicultural Affairs, 2006*

*Dean's List, 2004*

## **Volunteer and Internship Experience**

*Pages for Prisoners*

2009-present

*Monroe County Public Library*

2009-present

*Food Not Bombs, Bloomington*

2009-present

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## Coursework

Computer-Based Information Tools	Introduction to Research	Government Information
Reference	Human-Computer Interaction	Cataloging
Collection Development And Management	Humanities Information	Metadata
Representation and Organization	Materials for Youth	