CHRYSTELLE BROWMAN | San Jose, CA

SUMMARY

Customer service oriented information specialist with an in-depth knowledge of theories and practices used within information systems and service. Experience with legal and business reference, metadata, web maintenance & development, and intelligence research. Familiar with a variety of web programming languages, databases and software. Self motivated, with strong communication skills with a record of taking on leadership roles.

EDUCATION

Drexel University   **2012**
MS(LIS)/MSIS, Concentration in Digital Libraries

University of California, Santa Cruz   **2008**
BA Sociology, Minor in Legal Studies

PROFESSIONAL EXPERIENCE

Fenwick & West   **February 2014 – Present**
Mountain View, CA
Legal Research Analyst
- Conducts legal reference research on behalf of legal professionals.
- Utilizes a variety of databases to glean government documents, business profiles and patent information.
- Responsible for editing litigation alerts.

Richards, Layton & Finger   **June 2013 – August 2013**
Wilmington, DE
Interim Librarian
- Provided reference assistance and user support to associates.
- Managed the daily circulation of chancery court opinions & transcripts.
- Circulated timely news reports & alerts of the firm's corporate clients.
- Responsible for updating content on firm intranet.

International Criminal Court   **April 2013 – June 2013**
The Hague, NL
Library Intern
- Oversaw the circulation of 40,000+ legal and academic materials using SirsiDynix .
- Performed legal and academic research on behalf of international criminal law professionals.
- Trained legal professionals on library resources, databases and materials such as: EBSCO, Westlaw International, and the ICC library catalog.

Blank Rome LLP   **April 2012 – September 2012**
Philadelphia, PA
Library Intern
- Catalogued 2,000+ newsfeeds to generate content for practice group intranet pages.
- Performed competitive intelligence research for partners interested in acquiring new clients.
- Responsible for cataloging digital subscription metadata via Research Monitor.
- Assembled legal pathfinders for practice groups.
- Created evaluative guidelines for acquiring electronic tools and resources.

AIDS Library   **June 2011 – March 2012**
Philadelphia, PA
Reference Services Intern

- Responsible for the Prison Letter Project.

Free Library of Philadelphia   **July 2011 – January 2012**
Philadelphia, PA
Volunteer
- Weeded the branch's 1,500+ collection of non-fiction materials.
- Used SirsiDynix to purge weeded materials from library system.
- Assisted with daily operation of branch.

The Franklin Institute   **July 2011 – November 2011**
Philadelphia, PA
Research & Evaluation Intern
- Collected data to evaluate traveling exhibitions from museum patrons.
- Worked with engineering team to test prototypes for upcoming interactive exhibitions.
- Responsible for assembling and presenting collected data to development team to help improve future exhibitions.

The Pacific Art League of Palo Alto   **May 2009 – March 2011**
Palo Alto, CA
Membership Coordinator
- Increased organization membership by 25% by collaborating with the Executive Director in creating and implementing a vigorous enrollment campaign.
- Improved utility of membership and school registration database Activenet.
- Trained, coordinated and managed staff and volunteers for a variety of projects.
- Managed 200+ exhibition submissions every month.
- Instated a lecture and demonstration series to accompany opening exhibitions, thereby increasing interest and attendance at league receptions.
- Curated, budgeted and promoted art events via social media and member outreach.

TECHNICAL SKILLS

- Proficient user of Microsoft Office, Google applications, social networking sites and major web browsers.
- Familiar with legal databases such as Westlaw Next, Lexis, Bloomberg Law, Hein Online, Edgar, LegalTrac & Westlaw International.
- Versed with business and academic databases like Dialog Classic, ERIC, Knowledge Mosaic, Hoovers, EBSCO AtoZ & Web of Science.
- Working knowledge of SharePoint, Research Monitor, SirsiDynix Symphony Workflows, Adobe Acrobat, TRIM, WorkSite, Adobe Photoshop & Dreamweaver.
- Experience with web programming languages such as HTML 5, CSS, XML, XLST & Javascript.
- Understanding of database and agile software design theories, SQL and UML.
- Comfortable with IBM Rational Rose, Microsoft Visio, SPSS, and a variety of FTP client servers.

PROFESSIONAL ASSOCIATIONS

- Member of the Special Libraries Association (SLA).
- Sponsorship Chair of San Francisco Bay Area Chapter of the SLA.
- Tour Committee Chair of Silicon Valley Chapter of SLA.
- President emeritus of the Drexel University Special Libraries Association (DUSLA).