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# Raivynn Smith

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## SKILLS

I am passionate about library work, diversity and inclusion and public service. I am knowledgeable in Microsoft Office, library software such as Sierra and Koha, and social media. I have robust experience with collaborative work and conflict resolution and am learning basic SQL and Tableau.

## EDUCATION

**University of Texas at Austin, Austin, TX** - *Master of Science in Information Studies, Focus on Librarianship*

August 2019 - May 2021

- Member of School of Information Diversity & Inclusion Committee, September 2020 - May 2021
- **Relevant coursework:** Introduction to Information Resources and Services, Public Libraries, Library Instruction and Information Literacy, Collection Management, Managing Information Systems

**University of Michigan, Ann Arbor, MI** - *Bachelor of Arts in Psychology & Community Action Social Change*

September 2015 - August 2017

## WORK EXPERIENCE

**Texas State Law Library, Austin, TX** - *Library Assistant III*

January 2020 - PRESENT

- Processes and edits metadata for between 40-60 items per month using the library's integrated software (Koha) and MARC editing software
- Regularly assists staff with general circulation duties and patron needs
- Provides assistance and maintenance with library hardware (printers and scanners) and the library website
- Works on special library projects, including cataloging web items and creating LibGuides (example: [Weather Emergencies LibGuide](#))

**Dolph Briscoe Center for American History, Austin, TX** - *Library Serials Intern*

September 2019 - December 2019

- Processed & reviewed over 400 library materials and serial collection materials per month
- Utilized OCLC records, Library of Congress subject headings and call numbers regularly

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- Inventoried and created metadata pertaining to loose issues in the Center's Historical Newspaper Collection (+175 materials)
  - Performed reference services to researchers and members of the public

**University of Michigan Spectrum Center, Ann Arbor, MI - Program Specialist for Events & Partnerships**

September 2017 - June 2019

- Planned or assisted with the planning of over 45 events per year on a variety of topics related to LGBTQ identity, student advocacy, and community building
- Supervised an undergraduate student
- Maintained social media (Facebook & Twitter) that engaged 4300+ followers

**The Public Library of Cincinnati & Hamilton County, Cincinnati, OH - Library Services Assistant**

January 2012 - August 2015

- Instructed over 40 patrons on technical skills over the course of 3 years
- Performed regular circulation and reference tasks to 300-400 patrons per day with a group of 9 individuals of various skill and career levels
- Participated in library advocacy panel for 20 library administrators
- Worked daily with library software, patron data, and Microsoft Office

## LEADERSHIP EXPERIENCE

**University of Texas at Austin Student Chapter: American Library Association/Texas Library Association - Co-Director**

January 2020 - December 2020

- Worked within a team of 5 to organize community events for library students in the University of Texas at Austin's iSchool
- Co-facilitated a virtual reading/discussion group about various librarianship topics to engage members during COVID-19 pandemic
- Co-managed a budget of between \$250-\$500

## NOTABLE PROJECTS

**Collection Management Plan for the Jarrell Community Library - Group Member**

February 2020 - May 2020

- In my Collection Management course I worked with a team of 5 to create a Collection Development plan for the Jarrell Community Library (JCL) in Jarrell, TX. JCL is a small, community library primarily run by volunteers. During this process we communicated with the volunteer coordinator to learn more about the community and its needs. I assisted with research and data collection, authored several sections and worked with group members to edit the recommended practices and policies. At the end of the project, we sent the finalized plan to the head volunteer, where it was put forward for board review.