

Stacey Ann Amundson

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Wilson, NC 27896 US

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Availability: **Job Type:** Permanent

Work Schedule: Full-Time

Work Experience:

D.H. Hill Library **11/2010 – Present**

North Carolina State University

Salary:

Raleigh, NC United States

Hours per week:

University Library Technician

Current duties are mainly in the inter-library loan and finance sections. Tasks include processing requests for borrowing items for NCSU students, processing requests and items for Distance Education patrons. I serve as back-up to the finance manager to include cash, check & credit card processing assigned projects. Previous duties included working the circulation desk, processing patrons with materials, checking items in and out, checking and processing items such as kindles, iPads and laptops. Supervising and assisting student workers. Created and maintained library items for course reserves. Completed any assigned tasks.

Ross Blakely Law Library

02/2005 - 05/2006

Arizona State University

Salary:

Tempe, United States

Hours per week:

Library Asst. Sr.

Supervisor: Carrie Henteleff (480-965-6144)

Okay to contact this Supervisor: Yes

Worked at the circulation desk for the Law School library. Duties included checking books in and out, helping patrons locating what they needed and answering the phone.

Clerical duties included Inter-Library Lending and Borrowing, maintaining statistics, maintaining Course Reserves and the reserve database. Created statistic sheets, used an Access database. Used Microsoft Word to create brochures and documents for the library. Transcribed in the library's oral history project. Re-arranged files to create a cleaner filing system for documents and periodicals.

Mariano & Allen PLC

05/2003 - 12/2003

Phoenix, United States

Salary:

Hours per week:

File Clerk

Main duties included filing in the client files and keeping the do and easy to find. This included typing documents and creating l Assisted in implementing a new filing system for the firm. Assisted the receptionist whenever needed answering eight telep sorting mail. Assisted in updating legal periodicals. Worked for the firm as a part time job while going to school. Th in existence.

Greenberg Traurig LLC/O'Connor 04/1998 - 01/2000

Cavanagh

Salary:

NA, United States

Hours per week:

File Clerk

Supervisor: Human Resources (602-445-8000)

Okay to contact this Supervisor: Yes

Started at O'Connor Cavanagh in April 1998, the law firm disso 1999 and joined with Greenberg Traurig that same month. The j duties stayed the same for both firms.

Main duties included filing in the client files and keeping the do and easy to find. This included typing documents and creating l Assisted in implementing a new filing system for different pract Assisted in moving the firm to their new offices by moving all e their old location to the new.

Education: Arizona State University Tempe, AZ United States

Bachelor's Degree 05/2005

GPA: 3.2 of a maximum 4.0

Credits Earned: 89 Semester hours

Major: Art History

Relevant Coursework, Licenses and Certifications:

Majority of the classes for the degree were in Art History and History from ancient to modern times. Courses emphasized research, paper writing and oral presentations.

Language Skills:

Language

Spoken

Written

French

Novice

Novice

German

Novice

Novice

References:

Name	Employer	Title	
Ruth M. Murphy, CLAS (*)	Fennemore Craig, PC	Paralegal	602-916- 5000
Carrie Henteleff (*)	Ross Blakely Law Library	Access Services Supervisor	480-965- 6144
Kerry Skinner (*)	Ross Blakely Law Library	Acquisitions Librarian	480-964- 6144

(*) Indicates professional reference