

JESSIE J. GILLAN

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Relevant Work Experience

RoGallery.com: **Creative Director - Librarian**

LONG ISLAND CITY, NEW YORK, FEB '07 – PRESENT

- Webmaster and Graphic Designer for extensive modern and contemporary art collection.
- Advertising and Marketing designer and coordinator.
- Digital content manager; contact and image database; inventory management and auction technician.
- Manage social networking, blogging, and content on fine art partner websites.
- Manage, catalog, and acquire art books and auction catalogs for in-house library.
- Information Technology Assistant.

Freelance Work: **Professional Web and Graphic Designer**

OCT '02 - PRESENT

- Create, design, and maintain websites and design graphic work for various businesses, groups, and organizations.
- Websites Include: kilbomalley.com, giselabeker.net & boundlessbooks.org.

Hyundai Merchant Marine Shipping: **Imports Office Manager**

ITASCA, ILLINOIS, JUL '05 – OCT '05

- Created and established organization in database management as a temporary employee.
- Quickly promoted to both an administrative manager and customer service role.

Careerbuilder.com: **Media Sales Account Manager**

CHICAGO, ILLINOIS, APR '05 – JUL '05

- Sold newspaper and internet job listings to businesses for The Tribune Company, Newsday and Careerbuilder.com.
- Established large client base for sales in New York City and won numerous awards for great sales talent.

Volunteer & Other Work Experience

Psychoanalytic Study Center: **Graphic Designer and Librarian** *NEW YORK, NY, JAN. 2009 - PRESENT*

- Create materials for events at the center and organize digital materials for the organization.

Animal Project: **Volunteer Pet Photographer** *NEW YORK, NY, 2007 - PRESENT*

- Photograph adoptable pets for shelter and create website information for cats and dogs looking for homes.

Millikin University and Belleville East High School: **Assistant Catalog Librarian** *ILLINOIS, 2000 - 2003*

- Assisted in cataloging and with reference library tasks.

Education & Academic Accomplishments

Pratt Institute (ALA): **M.L.I.S., Information and Library Science**

NEW YORK, NY, JAN '08 – DEC '09

Library Science degree coursework focus: collection access & management, cataloging, children's services, art librarianship, information technology, museum education, and archival studies.

Completed coursework for Museum and Archives certification.

Graduated with Distinction – 3.96 GPA.

Student Member - American Library Association, Art Libraries Society of North America, & New York Library Association.

Student Project Archivist • Plymouth Church of the Pilgrims; *BROOKLYN, NY, FALL 2008*

Assisted in archiving collection of materials from the 1850s – 1890s from the Church of the Pilgrims, developed finding aid, re-housed, and organized materials.

Writing • "The Children's Museum: History, Careers, Issues and the Future" submitted to ALA for Pratt Accreditation.

Millikin University: **B.A., Communications** emphasis in *Media Studies*

DECATUR, ILLINOIS, AUG '02 – DEC '04

SIU – EDWARDSVILLE, AUG '01 – MAY '02

Research, media, and design focused program.

Graduated in 3.5 yrs. 3.65 GPA, 4.0 within major; Dean's List, Lambda Pi Eta member, Communications Honor Society.

2004 • **Professor's Assistant** • Introduction to Mass Media; CO301; **Communication Lab Coordinator**

2001-2004 • **Vice President and Treasurer** • Millikin University Concert Committee

- Personally booked and managed budget (\$5000 a semester), led a 100 person organization, and created promotional material and web marketing for over 40 concerts; some with up to 2000 people in attendance on campus

2002-2004 • **Radio DJ and Music Advisor** • WSOY and WJMU

Technical Knowledge

PC / Mac • 20+ yrs. / 10 yrs.

Microsoft Office Suite • 16 yrs.

Adobe Photoshop, Dreamweaver, InDesign and Illustrator • 9 yrs.

Web: HTML, CSS, Wordpress • 9 yrs.

Cataloging: MARC, AACR2, Library of Congress Rules & Subject Headings, Voyager, OCLC • 1 yr.

Archival/Database: ContentDm, ACT!, Embark, Access • 4 yrs.

Conservation & Preservation Training • 1 yr.

Audio: Radio Sound Board, Audio Editing Software • 2 yrs.

Languages: French & Spanish • Intermediate – Italian • Beginner