

Fang Liu

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EDUCATION

University of Alberta

Master of Library and Information Studies candidate

Focus Area: Library and Information Studies

Degree Anticipated: April, 2011

Lanzhou University

Master of Arts

Focus Area: English Literature

Degree Received: June 2008

Lanzhou University

Bachelor of Arts

Focus Area: English

Degree Received: June 2005

EXPERIENCE

University of Alberta Cameron Library

Public Service Assistant Sept., 2010 to Mar., 2011

- Provides public reference services to library patrons using in-person, via online means, or the telephone
- Provides trouble-shooting for technology-related problems related to access to library resources and initiates action to provide solutions
- Provides circulation, user account, and library card services

Metis Archival Project Faculty of Native Studies, U of A

Documents Management Technician May 20 to Aug. 31, 2010

- Manage, organize and catalogue records in various formats in MAP, including text, photographic and cartographic materials
- Use FileMaker Pro and MS Excel to create databases and indexes for MAP collections

- Provide reference and circulation services and help researchers locate materials in MAP

Riverbend Public Library

Edmonton, AB

Practicum student

Apr. to May, 10, 2010

- Operate daily document transaction processes through its online operating system
- Provide reference and circulation services for users
- Participate in community outreach and programmes

Center for Family Literacy

Edmonton, AB

Volunteer

2008 to 2009

- Promote Centre services
- Answer customers' inquiries
- Provide language training for new immigrants

SPECIAL SKILLS

Computer Skills

- Familiar with cataloguing standards and rules, including DDC, LCSH, Dublin Core, AACR2, etc.
- Good at digital library software, e.g. Greenstone
- Good at database software, e.g. FileMaker Pro
- Familiar with Integrated Library System, e.g. SirsiDynix
- Good at using MS Office, including Word, Excel, Access and PowerPoint, etc.
- Good at pictures and photo editor, e.g. Photoshop
- Hand-coded my website in HTML:
<http://www.ualberta.ca/~fliu3/LiuHTMLproject/>

Language Skills

	Listening	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent	Excellent
Chinese	Excellent	Excellent	Excellent	Excellent
Japanese	Good	Good	Good	Good

Cantonese	Good	Good	Excellent	Excellent
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