

Lila Sadkin

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Education

Florida State University, Tallahassee, FL

Master of Science in Library and Information Studies, May 2010
3.94 GPA

University of Florida, Gainesville, FL

Bachelor of Arts in Linguistics, *Summa Cum Laude*, May 2007
3.93 GPA

Library Reference

Internet Public Library

Volunteered for two semesters at the IPL's virtual reference service.
Researched answers to patron-submitted questions online using a variety of resources.
Evaluated electronic resources based on authorship and publication to ensure their authority.
Provided citations and further research information for patrons along with specific answers.

Records Management

University of Florida, Office of the Registrar

Utilized the specialized document imaging software Kofax Capture.
Scanned student records and administrative documents.
Performed quality control on scanned images.

Validated scanned documents, including student transcripts, other student records, and internal administrative documents.

Checked databases for correct information when it was not present on documents.

Alphabetized University of Florida permanent record cards and compared student names to database list of the scanned cards.

Edited metadata such as student names, birth dates, and SSNs in database to match cards.

Trained and supervised student assistants on this project.

Performed quality control on student assistant work.

Wrote complete documentation for this project.

Copyright and Permissions Management

General understanding of copyright law, including the Digital Millennium Copyright Act, Fair Use, and Public Domain.

Understanding of Creative Commons, Open Source, and other copyleft licensing options.

Bhaktivedanta Book Trust International Inc.

Handled requests for permission to use the Bhaktivedanta Book Trust's copyrighted material.

Determined whether desired use of copyrighted material was acceptable.

Created permissions documents detailing usage rights.

Kept in contact with applicants through email and phone throughout the permissions process.

Searched the Internet for instances of use of the Bhaktivedanta Book Trust's material.
Determined whether the use of the materials fell under fair use.
Contacted owners of websites with requests to remove infringing material, apply for permission to use material legally, or add copyright notices, depending on the use.
Filed DMCA notices with infringing websites' ISPs.

Website Development and Management

University of Florida, Dept. of Behavioral Science and Community Health

<http://bsch.php.ufl.edu>

Developed website structure and maintained content using WordPress for the Department of Behavioral Science and Community Health at the University of Florida.

Updated faculty, staff, and student bios. Added news articles as featured new content.

Abazias Inc.

<http://www.abazias.com>

Converted Photoshop files from designers into valid cross-browser compatible HTML/CSS.

Tested webpages for usability and search engine optimization.

Created WordPress template designs that seamlessly integrated with the website.

Requested articles from freelance writers to match content specifications.

Tracked article requests and followed up with writers to ensure timely delivery.

Edited articles for correct, consistent language and style.

Utilized search engine optimization techniques for web content.

Developed photo studio setup for jewelry photography.

Photographed jewelry inventory.

Edited images using Adobe Photoshop.

Managed large photo inventory using Adobe Scene7 online image management system.

Editing and Indexing

Bhaktivedanta Book Trust International Inc.

Copyedited and proofread Back To Godhead India magazine copy according to in-house style guidelines.

Converted indexes to XML for ebooks.

Indexed new books, following the publishing house guidelines.

Assisted with taxonomy development for a large website with a lot of varied content.

Freelance Indexing

Wrote the index for the textbook *Conditioning for Dancers* by Tom Welsh, published by University Press of Florida.

Customer Service

Santa Fe College Bookstore

Assisted Santa Fe College Bookstore customers with finding the correct textbooks for their classes, including checking for books that weren't on the shelves.

Operated check out for customers, including handling financial aid vouchers for textbooks.

Papers and Presentations

"Tenata: A Created Language"

Undergraduate Honors Thesis

Presented at the 2nd Language Creation Conference, UC Berkeley, CA as "Tenata: Dissolving Lexical Categories".

"Nonspoken text in Tenata's written language"

Presented at the 3rd Language Creation Conference, Brown University, RI.

Social Indexing Literature Review

Written for the Indexing and Abstracting course at Florida State University

Available at <http://lilasadkin.com/school/social-indexing>

Technical Skills

Mac OSX, Windows, and Linux operating systems

XHTML/CSS

Metadata standards: MARC, Dublin Core, MODS, LoC Authorities

XML encoding for metadata

Microsoft Office (Word, Excel, Access)

Adobe Photoshop, Illustrator, InDesign, Acrobat

Greenstone digital library software

Kofax document imaging software