

MIRA A WASHINGTON

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PROFESSIONAL BACKGROUND

Public Service Librarian (Automation), Library Support Services
Houston Community College, Houston, TX

Automation Librarian (Intern), Library Support Services
Houston Community College, Houston, TX

Adjunct Librarian, Southeast and Southwest Libraries
Houston Community College, Houston, TX

Library Assistant II (Part-time), Southeast and Southwest Libraries
Houston Community College, Houston, TX

Associate Planner, Neighborhoods, Planning and Development
City of Houston, Houston, TX

EDUCATION

Master Library & Information Science, University of North Texas, Denton, TX

Bachelor of Business Administration, University of St. Thomas, Houston, TX

Associate of Arts, Legal Assistant Technology, Houston Community College, Houston, TX

EXPERIENCE

Houston Community College, Library Support Services

2013 - Current

Public Service Librarian (Automation),

- Manage the launch of the Library's Refresh homepage.
- Coordinate user testing by working with the Marketing Committee.
- Responsible for the Improvement of library stie performance.
- Perform the COVID closure renewals.
- Assist with the eBook project by performing catalog deletions
- Expanding knowledge of Sierra Administrative functions.
- Adds special features section to the Library's homepage.
- Trained library assistant on the device maintenance.
- Assist with managing EZProxy stanzas, EZProxy edits via Linux VI editor.
- Manages end of month stats of Database clicks, Database updates, Daily Database Audits.
- Check for accessibility issues on each guide using the WAVE software tool.
- Manage Google Administration.
- Manage AtoZ Library Databases.

- Houston Community College, Southeast and Southwest Libraries 2013 - 2016
Automation Librarian (Intern)
- Assisted in the integration and daily operations of the Library Integrated Systems.
 - Accomplished knowledge of Librus and Innovative Interfaces Systems tasks.
 - Accomplished knowledge of LANs. Web Server, Internet Access and related evolving systems.
 - Accomplished knowledge and assisted with managing library websites, integrated library system, and open source software applications.
 - Advised students on the use of databases and online catalog usages.
 - Provided Library Instruction to faculty and students.
 - Managed the Library Netbooks and coordinated repair and processes with the Grantor.
 - Attended professional meetings.
- Houston Community College, Southeast and Southwest Libraries 2013 - 2016
Adjunct Librarian
- Assisted students and faculty with reference and research inquiries.
 - Advised students on the use of databases and online catalog usages.
 - Provided Library Instruction to faculty and students.
- Houston Community College, Southeast and Southwest Libraries 1998 - 2013
Library Assistant II (Part-time)
- Managed the Circulation Desk.
 - Provided directional inquiries to student and faculty.
 - Assisted students with software and print issues.
 - Assisted students and faculty with the online catalog.
- City of Houston, Neighborhoods, Planning and Development 1992 - 2013
Neighborhood Planner
- Managed annual neighborhood grants.
 - Liaison for the Southeast Houston Super Neighborhoods.
 - Developed and managed databases of neighborhood resources.
 - Assisted students and faculty with the online catalog.
 - Processed parking, building and lot size applications for ordinance compliance.
 - Surveyed City tax delinquent properties.
 - Created GIS maps for City data analysis.
 - Performed land analysis and community research for other departments on request.
 - Designed and assisted with the neighborhood plan production.
 - Managed desktop publishing for division electronic newsletter.
- City of Houston, Research and Analysis 1986 - 1992
Administrative Assistant
- Managed the Planning Library.
 - Performed budget and year end fiscal activities.
 - Coordinated purchasing activities for the Division.
 - Processed census data and map requests.
 - Supported personnel to the Assistant Director, Managers, and Planners.

City of Houston, Houston Public Library

1980 - 1986

Library Assistant II

- Prepared monthly and annual reports statistical reports.
- Handled patron inquiries, checked out and processed book returns.
- Typed and managed overdue notices.

PROFESSIONAL AFFILIATIONS

Texas Community College Teachers Association, Co-Chair, Library Section

Library Web Committee – Chair

Past Co-Chair and Member, Houston Community College, Library Training Academy

CALLR member and Past Secretary 2 years.

TECHNICAL SKILLS

Proficient using Windows Environment and Office 365; Computer Hardware proficiency; ADOBE Products; HTML; CSS, XML, Library Databases and EZProxy; XML, Python, Innovative Interfaces; Springshare Apps, PHP and MySQL server; Experience working with UNIX operating systems and Debian Linux operating system.