**Madelyn M. Gillespie** 40 Meade Street

 Wellsboro, PA 16901

 724-771-2128

 gillespiemadelyn@yahoo.com

**OBJECTIVE** To provide the best informational service that I am capable of to both students and faculty.

**EXPERIENCE**

 **Mansfield University of Pennsylvania** Mansfield, PA 570-662-4000

 Library Assistant August 2016 - Present

 Provides informational services for library patrons during the evening hours.

 **Pomeroy**  Murrysville, PA 800-846-8727

 Portable Storage Media Operator May 2015 - August 2016

 Maintains multiple automated tape libraries in Murrysville, PA. Verifies portable storage media requests from storage in addition to creating evidence documents detailing media movements. Works in conjunction with multiple parties to ensure the smooth operation and safeguard of data while maintaining detailed records.

 Walmart Store #5356 Blairsville, PA 724-349-3349

 Sales Associate May 2011 – Present

 Provides customer service for Sporting Goods, Automotive, and Lawn and Garden departments.

Operates the cash register and assists customers. Plans features, maintains inventory and aids other departments with tasks as assigned by management.

Seton Hill University Greensburg, PA 800-826-6234

Student Archivist September 2007 – May 2011

Organized and cataloged archival materials, digitized photographs and documents, in addition to assisting students and faculty with archival research.

Editor of the *Setonian*  September 2010 – June 2011

Chief Editor of the Seton Hill University student newspaper. Approved all articles, ads, layout, and coordinated the distribution of 1500 papers for each edition every other month.

Layout Editor September 2008 – May 2010

Oversaw the layout of ads, articles, and photographs for each edition of the *Setonian* student

newspaper.

Officer of Student Government Association September 2008 – May 2009

Served as an officer on the Government Association for Seton Hill University. In this capacity

I was the Secretary and responsible for taking minutes at each meeting.

COMPUTER KNOWLEDGE

* Microsoft Office (Word, PowerPoint, Excel)
* Microsoft Outlook
* Apple computers and software
* Adobe Suite
* Computer Hardware
* IBM Lotus Notes
* IBM Verse
* TOCTD - Tape Operations Communication Tool/Database
* Portable Storage Media Database

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EDUCATION

University of Kentucky Lexington, Kentucky

 M.A. Library of Information Science 2011-2013

 Cumulative GPA of 3.933

**Seton Hill University** Greensburg, PA

 B.A. New Media Journalism 2007-2011

 Cumulative GPA of 3.77

 B.A. Creative Writing 2007-2011

 Cumulative GPA of 3.77

**Apollo-Ridge High School** Spring Church, PA

 2007 Graduate – Academic

AFFILIATIONS / MEMBERSHIPS

 American Library Association 2013 – Present

 Girl Scouts of America Lifetime Member

REFERENCES

 Available upon request