

Grace Abanavas

gaabanavas@yahoo.com, (209) 815-1782, graceabanavas.com, password: viewme

EDUCATION

Pratt Institute, New York, NY

Masters in Library and Information Science

December 2014

University of San Francisco, San Francisco, CA

Bachelors of Arts, European History

May 2009

EXPERIENCE

Columbia University, Diamond Law Library

Library Assistant IV (Public Services Assistant)

2/1/2010 - Present

- Manages department's Wiki site (knowledge base)
- Create training guides for current and future employees
- Collaborate with colleagues to improve library experience
- Simplify and communicate complex library policies to a diverse population
- Monitor and assess access to library
- Train student workers and staff members
- Collect and input departmental statistics into provided software

NYC User Experience Professional Association (NYC UXPA)

Director of Knowledge Management/UX Researcher

2/15/2019 - Present

- Build and maintain a knowledge management/digital asset system
- Assess and deliver KM and information services across the association
- Advise on KM ideas and strategies for various projects
- Organize, prioritize, and tag important documentation for the NYC UXPA
- Create KM policies for current and future members
- Conduct usability tests for new NYC UXPA website

Election Coordinator

2019 & 2020 Season

- Promote nominations and election processes across NYC UX community
- Send various emails to nominees, candidates, and voters
- Keep track of election timeline; meet election deadlines
- Create and update NYC UXPA website pages to reflect key dates during the election process

Bank Street College of Education, Library

Night and Weekend Reference (Research) Librarian

3/28/2016 - 9/20/2020

- Instruct library patrons on how to use digital resources
- Create topical research guides
- Engage with library customers to improve library services
- Conduct content analysis of software(s) for potential purchase

New York Public Library, Map Division

Archival Intern

3/1/2012 - 9/1/2012

- Alphabetized U.S. Geological Survey Maps by state
- Shifted archive materials to maximize storage space
- Created item records for offsite storage collections using Millennium ILS

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SKILLS

UX - Usability Testing, User Interviews, Survey, Design, Card Sorting, A/B Testing, User Personas, Heuristic Evaluation, Tree Testing, Content Inventory, Content Analysis, Competitive Analysis, Cross Tabulation

Tech - CMS Drupal, Metadata Tagging, FTP Uploads, Javascript, SQL

App - MS Office Suite, Airtable, Photoshop, Adobe Acrobat, Balsamiq, Confluence, BookStack, Wiki.js, Xtensio, Trello, Basecamp 3, One Note, SurveyMonkey, Polldaddy, OptimalSort, Slack, Google Suite, Integrated Library Systems