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Stephanie Nardei

Objective	I am a student-focused resourceful information professional searching for a position where I can make a positive contribution to the world of science exploration and information referral.		
Education	Fall 2005 - Present	University of Arizona	Tucson, AZ
	MA – School of Information Resources & Library Science (SIRLS)		
	<ul style="list-style-type: none">▪ Expected Graduation Date: Spring 2007▪ Cumulative GPA: 3.75 / 4.0		
Education	2003 - 2004	Tucson Design College	Tucson, AZ
	Web Design Certification		
	<ul style="list-style-type: none">▪ Graduated 3.5 GPA with Academic Distinction		
Education	1988-1992	Florida Institute of Technology	Melbourne, FL
	BS – Technical Communication		
	<ul style="list-style-type: none">▪ Minored in Computer Science		
Work experience	2006 – Present	U of A, College of Pharmacy	Tucson, AZ
	Outreach Information Specialist		
	<ul style="list-style-type: none">▪ Librarian for a small library specializing in environmental health science curriculum-based materials, serving classroom teachers K-12.▪ Environmental Health Online Resource Webpage(s) and Digital Library (http://pulse.pharmacy.arizona.edu/resources/index.html) creation and internet research on health sciences and toxicology information.▪ Technical writing of lesson plans focusing on environmental science		
Work experience	2002 – Present	Autism Society of Pima County	Tucson, AZ
	Librarian / Webmaster		
	<ul style="list-style-type: none">▪ Solo librarian for a small special library the Tucson autism community▪ Work in a start-up environment and create structure, policies, and procedures that will ensure high-quality services to parents, teachers and children with autism spectrum disorders▪ Facilitate collection development using ResourceMate, order materials, work with supplies and donors▪ Develop policies and procedures with regard to circulation, ongoing collection development, and website creation▪ Supervise temporary personnel and volunteers▪ Develop an online presence for the library; a website which serves as the platform for the online catalog and links to other resources▪ Design and maintain the Autism Society of America Pima County Chapter http://www.tucsonautism.org website		

2005 – 2006 University of Arizona, EMSG Tucson, AZ
Instructional Specialist

- Train and present to groups of staff, faculty and student workers on University software applications, such as COSMOS, SIS and DARS
- Website construction and online tutorial development using Dreamweaver, Photoshop, Fireworks, PowerPoint, and FrontPage
- Wrote and developed software and training manuals

2004 – 2005 University of Arizona, SALT Center Tucson, AZ
Computer Tutor / Writing Lab Tutor

- Tutored undergraduate students with learning disabilities in computer courses, such as HTML, Excel, MS Word, Access, and PowerPoint.
- Instructed students in writing lab with reading and writing assignments
- Fall 2004, wrote the monthly newsletter SALT Tutor News-Oct 2004: <http://www.tucsonautism.org/SALT%20Newsletter%20October%202004.pdf>

2003 – 2006 Arizona School for the Deaf & Blind Tucson, AZ
Residential Sub / Substitute Special Ed Teacher

- Teach on as needed basis, residential and classroom special education instruction for multiply disabled children
- Facilitate field trips and community-based instruction
- Familiarity with Braille & Sign Language

1992 – 1996 DynCorp Information & Engineering Fairfax, VA
Senior Technical Writer

- Defense and government contractor for DoD, USDA, and U.S. Department of Education
- Prepared software manuals, defense proposals, and USDA regulation specifications using WordPerfect and LOTUS 123
- Wrote computer programs using COBOL & FORTRAN

- Awards received
- SALT New Tutor Award: Fall 2004
 - Emily Krauz Staff Endowment Scholarship: Spring 2006, Fall 2006

- Published Websites
- Autism Society of Pima County: <http://www.tucsonautism.org>
Noel's Barn (equine [horse] therapy): <http://www.noelsbarn.org>
Chad's Open for Autism: <http://www.chadsopenautism.com>
PULSE Environmental Health Resources & Digital Library: <http://pulse.pharmacy.arizona.edu/resources/index.html>
StoryTrail (under the supervision of U of A Professor Judi Moreillon) <http://www.storytrail.com/index.html>

- Professional memberships
- American Libraries Association
Special Libraries Association
Society for Technical Communication, Senior Member

