

# ERIC W. SIZEMORE

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- Excellent networking and interpersonal skills
- Comfortable in high stress environment
- Management experience
- Ability to multi-task in fast-paced environment
- Self-initiative and entrepreneurial skills
- Strong intuitive sense

## EXPERIENCE

**August 2003 to Present:** *Graduate Assistant* for **University of Illinois**, Library and Information Science Library.

- Supporting collection development, preparing proposals for library upgrades to enhance usage of the library and library's website, and assisting patrons as needed.
- Preparing readings for electronic reserves including scanning, OCR, and linking through proxy server.
- Daily updating of the library's website ([www.library.uiuc.edu/lx/](http://www.library.uiuc.edu/lx/)).

**August 2002 to August 2003:** *Graduate Assistant* for **University of Illinois** GSLIS Publications Office.

- Carried out reference checking and proper citation formatting for four issues of *Library Trends*, a quarterly journal of library practice. This highly interdisciplinary research required regularly learning new databases and meeting strict deadlines.
- Developed a training guide for my replacement.

**August 2001 to February 2002:** *Library Clerk III* for **University of Illinois Library**, Acquisitions.

- Performed serials check-in duties, including clerical work, writing statistical summaries, data entry, and adding cataloging information.
- Developed a working knowledge of DRA, and the Innovative Millennium cataloging systems.

**April 2000 to August 2001:** *Account Executive* for **Riverwatcher, Inc.**

- Sold Internet programming, web design, ISDN, DSL, and T-1 lines, arranged related services such as email accounts, web hosting, server co-location.
- Prepared contracts for web design services, helped clients plan Internet upgrades, and provided on-going support for clients.

**September 1999 to April 2000:** *Freelance Sales* for **CUOut.com**; and *Sales* for **Skynetworks, Inc.**,

- In 6 months doubled the number of paid advertisers on CUOut.com's web portal site ([www.cuout.com](http://www.cuout.com)), and increased Skynetworks' sales by 50%.
- Sold web design services, advertising and high capacity wireless Internet connectivity.

**January 1998 to September 1999:** *Business Development Specialist* at **Willis Computing Specialists, Inc.**

- Successfully quadrupled the client database and doubled sales.
- Developed monthly class schedules, researched new business opportunities, formulated and implemented targeted marketing strategies.

## EDUCATION

**Graduate School of Library and Information Science, University of Illinois, Urbana-Champaign, Illinois**

Master of Science in Library and Information Science in May 2004, including courses such as Competitive Intelligence, Information Consulting, Online Information Systems and Business Reference.

**Eastern Illinois University, Charleston, Illinois**

Bachelor of Arts in Liberal Arts and Sciences in May 2000 with a concentration in Business, including courses in International Economics, Marketing, Buyer Behavior, Management, and Public Relations.

**Training:** Windows 98, XP, and 2000; Internet Explorer, Microsoft Outlook, Microsoft Word, ACT!, Dreamweaver MX and Adobe Photoshop.

## PROFESSIONAL AFFILIATIONS

- American Library Association - Chair, ALA Student Chapter Social Committee
- Special Libraries Association
- Society for Competitive Intelligence Professionals

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### **References**

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