

NANCY HELLEKSON

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Skills Summary

My strengths are computer skills, research, and publishing.

Education

B.A. William Smith College (English)1967
M.L.S. University of Hawaii (Library Studies)1975

Experience

Retired Library Director charged with automating libraries.

After retirement:

In home computer tutor for 9 years.

Book publishing business – 4 yrs. and still doing books for repeat clients.

Work History:

1967(1) Reporter, *The Schenectady Gazette*, Schenectady, NY.

1968 (1.5) Librarian, Cleveland Heights.-University Heights. Public Library, Ohio.
Reference Librarian

1969 (5) Librarian, VITA (Volunteers in training for America), NY.
Cataloged ephemeral material.

1970(1) Professional, Girl Scouts of America, Syracuse, NY.
Organized volunteer leaders, edited publications.

1971 (1) Assistant to the Director, WMHT, public television, Schenectady, NY.
Researched material for programs, assisted in productions,
conducted on-air interviews and a weekly arts calendar.

1972 (1.5) Librarian, Cleveland Heights.-University Heights. Public Library, Ohio.
Reference Librarian.

1973 (1) Librarian (volunteer), Hawaii State Library System.

Reference Librarian

1975(3) Owner, Library Information Service, Honolulu, HI.

Business research

1980 (4) Substitute/Summer School Librarian & Teacher, Punahou School, Honolulu, HI.

Taught K-8 grades. Replaced Elementary, Jr. High, and High School Librarians.

1984 (3) Bibliographer, Univ. of Hawaii, College of Tropical Agriculture.

Using a computer, compiled the world's largest bibliography of pineapple resources.

1985 Librarian (sabbatical replacement), Honolulu Community College.

Reference work at the college level.

1986 (5) Cataloger (maternity replacement), Punahou School, Honolulu, HI.

Automating the Library.

1987 (8) Librarian, Mid-Pacific Institute, Honolulu, HI.

See original resume.

1990 (5) Information Manager (summers), BHP, Honolulu, HI.

1995-2008 (14) Library Director, The Putney School, Putney, VT

AWARDS

National Honor Society of Librarians - Beta Phi Mu

Publications

MultiMedia Schools Sept. 1995 - Book Review of The Internet Resource Directory for K-12 Teachers and Librarians, 94/95.

Computer Teaching 1994 - Connecting to Online Sources.