JAMES E. REYNOLDS

172 OAKDALE AVE
AKRON, OH 44302
PHONE 330-701-6179
jreynold@kent.edu

PROFICIENCIES

Coding and Software: MS Office, Access, Photoshop, Dreamweaver, Flash, Plone, Joomla, DotNetNuke, XHTML, PHP/MySQL, CSS, AJAX, Javascript

Information Architecture: user discovery and needs analysis, content organization and management, navigation design, information hierarchy and taxonomy design, prototyping and user testing, project management, search engine optimization, user experience design, branding and brand design, findability engineering, knowledge management

PORTFOLIO

http://www.personal.kent.edu/~jreynold/index.html

IT EXPERIENCE

International Shipping Analyst

2008 – 2009, Diebold GSL Center, Canton, Ohio
- synchronize information in multiple legacy systems to facilitate shipping transactions
- populate and assign metadata for MSDS (Material Safety Data Sheet) content management system

Knowledge Center Coordinator

2006, Akron Children's Hospital, Akron, Ohio
- populated and assigned metadata for entries in custom Content Management System of medical procedural instructions
- maintained data format and regulatory standards compliance

Information Systems Coordinator

2005 – 2006, GOJO Industries, Inc., Akron, Ohio
- managed business-to-business transactions over dedicated network
- maintained data format and integrity for several databases
- developed information base and authored automated processing scripts for several databases

OTHER EXPERIENCE

Resource Center Librarian Intern

2009 – present, Center For Nonprofit Excellence, Akron, Ohio
- in process of developing online collection interface using LibraryThing and DotNetNuke CMS
- manage collection of 1000+ digital resource files

Interim Performing Arts Bibliographer and Research Associate

2006 – 2008, University of Akron, Akron, Ohio
- developed and/or maintained web-based catalog interfaces for music collections and Digital Music Reserve audio server
- member of Web Development committee

Adjunct Faculty – Senior Lecturer
2001 – 2008, University of Akron, Akron, Ohio
- organized and delivered lectures, presentations, and multimedia materials in person and via WebCT and Blackboard course management system

Music Computer Center Assistant
1994 – 2003, University of Akron School of Music, Akron, Ohio
- assist patrons with general usage (MS Office, email, web) and specialized music software
- trouble shoot software and hardware in computer lab of 20 work stations
- provide technical support to School of Music faculty and staff
- created multimedia training materials

EDUCATION

M. S., Library and Information Science	Kent State University	2010
M. S., Information Architecture and Knowledge Management	Kent State University	2010
• concentration in Information Use and Usability		
M. M., Music History and Literature	University of Akron	ABT
B. M., Performance	University of Akron	1999

REFERENCES

Russell Tinkham
Internet Information Architect (Former Music Librarian)
tinkhar@ccf.org
216.448.1015
Cleveland Clinic
9500 Euclid Ave. AC311
Cleveland, OH 44195

Dr. Brooks Toliver
Professor of Musicology, University of Akron
Brooks2@uakron.edu
330.972.5207
Guzzetta Hall 376
University of Akron
Akron, OH 44325

Ida Cellitti
International Import / Export Analyst
330.899.1405
Ida.Cellitti@diebold.com
Diebold Incorporated
Global Service Logistics Center
5571 Global Gateway
North Canton, OH 44720