

# Renée M. Kranz

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## EDUCATION

### **Associate of Applied Arts (A.A.A.)**

*Individual Studies (Business Management/ Technical Writing Emphasis)* – Pennsylvania College of Technology (*an affiliate of the Pennsylvania State University*) – Williamsport, PA

### **Certificate**

*Office Information Technology* – Pennsylvania College of Technology – Williamsport, PA

## COMPUTER SKILLS

Proficient in Microsoft Office 2007 (Word, Excel, Access, Power Point, Publisher), Novell GroupWise, CONTENTdm Project Client 5.01, Advanced Internet Searching

## EMPLOYMENT

**Penn College, *Library Technical Services Specialist*, Williamsport, PA** **2003 – Present**

- Supports all library technical services operations including acquisitions, cataloging and preservation (archives).
- Create and maintain procedural manuals and documentation for technical services operations.
- Organize/plan digitization projects; scan materials according to project quality control standards; optimize digital images for database retrieval.
- Provide research support on a variety of tasks and projects within the college community.
- Train and oversee support staff/work-study students in all aspects of technical services work.
- Secretary for the Library Publications Review Committee
- Work cooperatively with departmental colleagues and public service area.
- Communicate on behalf of archives with various departments of the college and donors.

**Penn College, *Library Acquisitions Assistant*, Williamsport, PA** **1999 – 2003**

- Created and maintained material ordering and receipt records for all monograph acquisitions.
- Communicated with college faculty and departmental staff regarding requested orders.
- Contacted vendors regarding book orders and return policies.

**M & T Bank, *Operations Associate II*, Williamsport, PA** **1997 – 1998**

- Proofread mortgage loans and contracts for complete and accurate information.
- Facilitated the accuracy and timelines of decisions on loan applications.

**RegScan, Inc., *Editor/Proofreader*, Williamsport, PA** **1993 – 1997**

- Designed and applied electronic hyperlinks to facilitate navigation; linking corporate manuals to state and federal regulations.
- Proofread and edited state/federal regulations once applied as searchable hyperlink software.
- Maintained weekly updates to software according to regulatory changes.

*References available upon request.*