

Mark Anders Harrison

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<http://markandershonline.info/ATP/Welcome.html>

Professional Objective: To continue to develop my graphic-design skills using the power of Adobe Creative Suite 4 for creating innovative and multi-lingual presentations for staff training and public information as part of pursuing a career in librarianship.

Professional Accomplishments

Desktop Publishing (1996-2002, 2007-2008):

- ✦ Provided scanning, typesetting, & electronic-prepress services for forms, menus, brochures, & booklets
- ✦ Published books include: *A Pilgrim's Guide to the Holy Land*, *Katie Visits a Monastery*, *The Bread of Life*, & selected chapters for a revision of *Against False Union* (St. Nectarios Press, Seattle, WA)
- ✦ Scanned, edited and color-corrected artwork to be placed in advertisements for professional newspaper.
- ✦ Produced display advertisement layouts for professional newspaper
- ✦ Produced booklets, manuals, menus, policy & procedure documents, legal documents, newsletters, etc.
- ✦ Provided same services for English and Spanish language materials
- ✦ Produced layouts for translations of professional publications for Washington State DSHS & the City of Seattle, Enviroissues and local government and private agencies.

Library Work (2004-2008):

- ✦ Reorganized physical layout of library
- ✦ Implemented Sagebrush Athena 9.2 electronic catalog system
- ✦ With help of a professional librarian, devised new general collection plan to:
 1. re-organize current collection via Library of Congress standards
 2. permit downloading of data consistent with catalogues at related institutions
 3. fill in gaps with data from OCLC and other academic libraries
 4. enable the purchase and proper cataloging of new materials
- ✦ Catalogued 10,000+ books, periodicals, reference resources, audio and video recordings and multimedia using Library of Congress classifications.
- ✦ Catalogued English, Spanish, German, and Russian titles
- ✦ Created PDF library on CD of public-domain source materials of historical interest where printed copies unavailable
- ✦ Created system of local call numbers for materials of special local interest, modelled on LC scheme
- ✦ Provided reference services to students and faculty
- ✦ Performed routine circulation and shelving duties
- ✦ Provided written report on library progress to State of Alaska as part of school re-accreditation process
- ✦ Produced library guide for patrons, revised each year
- ✦ Oriented replacement to Athena software and other basic library functions
- ✦ Oversaw student computer laboratory.
 1. Set up of computer tools for Internet research, providing links to other municipal and university library catalogues, and Databases for Alaskans.
 2. Helped students with research and composition of papers
 3. Performed minor updates and troubleshooting
- ✦ As Summer Intern (2008) participated in migration from in-house software to Koha at St. Vladimir's Seminary

Translation (1998-2002)

- ✦ Pope John Paul II's Celebrate 2000 (St Joseph Parish, Yakima, WA)
- ✦ Two Towers for Yakima (St Joseph Parish, Yakima, WA)
- ✦ Weekly parish bulletin (St Joseph Parish, Yakima, WA)

- Evaluation Project for the Community of Yakima County, 1997 (United Way of Yakima County)
- Policy Council Minutes, policies & procedures, forms, etc. (EPIC Head Start, Yakima, WA)
- Discovery Family News (Discovery Lab School, Yakima, WA)
- Akathist to Our Lady of Sitka (Russian Orthodox Diocese of Alaska, 2005-2006)
- Menus, brochures, advertisements, legal documents, employee manuals, etc.

Teaching:

- Composed syllabi, lesson plans, and teaching materials for courses in Homiletics and Liturgical Practice.
- Created supplementary teaching aids to be delivered using Apple QuickTime.
- Taught mix of Native Alaskan students from rural villages and Caucasian students, having varied educational experience.

Business Management

- Owned and operated sole-proprietorship business (Apple Tree Press, Yakima, WA)
- Managed day-to-day operations of private religious school library (St Herman Seminary, Kodiak, AK)

Professional Graphic-Design

Software Used:

Apple Macintosh OS 8-10.5 (Leopard)
 Windows XP
 Adobe Creative Suite CS - CS4 (Mac)
 Microsoft Office 97, 98, 2000, 2003 2004,
 2007 2008 (Win/Mac)
 Multi-Ad Creator (Mac)

Professional History:

Summer 2008	Summer Intern	Library, St Vladimir's Seminary, Crestwood,
NY9/2007-6/2008	Project Manager	WorldLink Technologies, Bremerton, WA
10/2002 - 4/2007	Librarian, Instructor in Homiletics and Liturgics	St Herman Seminary, Kodiak, AK
10/1998 - 8/2002	Ad Production Clerk	Yakima Herald Republic, Yakima, WA
8/1996 - 8/2002	Sole Proprietor of Desktop Publishing & Translation Service	Apple Tree Press, Yakima, WA
11/1995 - 6/1996	Administrative Assistant	EPIC, Yakima, WA
Summer 1993 & 1994	Student Library Assistant	Library, St Vladimir's Seminary, Crestwood, NY

Education and Certification:

Thomson-Shore, Inc., Dexter, MI

Pre-Qualified Typesetter (1996)

University of Washington iSchool (2006 – 2008)

Master of Library and Information Science

St. Vladimir's Orthodox Theological Seminary, Crestwood, NY (1990-1995)

Master of Divinity (M.Div.), 1993, Cum Laude, Valedictorian

Master of Theology (M.Th.), 1995

San Diego State University, San Diego, CA (1980-1984)

Bachelor of Arts, German Language & Literature, 1984, minor in Spanish Language & Literature.

Courses included Advanced Spanish Grammar and Spanish Linguistics.

Washington State Department of Social & Health Services, Office of Language Interpreter Services & Translations

Professional Language Certificate (#983924), for English-Spanish Written Translation (1998 - no expiration)