MAITE ARAKAKI

Library & Information Systems Professional

Argentine
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SUMMARY

Since 2010 I've worked in different kinds of information centers, both in size and degree of specialisation.
Because I'm keen on technology, I'd be excited about taking part in automation and digitalisation projects, as well as metadata management. I like challenges and am not afraid of trying new things.
I'd like to be part of a multidisciplinary team because I believe it's the best way of acquiring new skills and achieving goals.

EDUCATION

- Librarianship and Information Systems / 2007 - 2013

  UMSA. Universidad del Museo Social Argentino, Buenos Aires, Argentina.

PROFESSIONAL EXPERIENCE

- Technical Standards Librarian / Apr 2019 - Jul 2019

  Techint Group Archive Center; Buenos Aires, Argentina
  - Cataloguing and indexing of national and international technical standards concerning Construction Engineering, Electronic Engineering, Oil & Gas, Steel Products Technical Specifications, Safety Engineering and Knowledge Management from different providers such as AENOR, AIAG, AIST, API, ASME, ASTM, BSI, FORD, GM, IEEE, IRAM, IAS, ISO, NFPA, SAE, VDA, etc.
  - Technical standards reference and search. Determination of their in vigour status, the existence of equivalent standards and up keeping such information in the database to better aid decision making in acquisition processes.
  - Books, papers and technical standards cataloguing and indexing.
  - Reports creation.

- Technical Services Librarian / Nov 2016 - Mar 2019

  CNEA. Comisión Nacional de Energía Atómica; Buenos Aires, Argentina
  - Science and technology information cataloguing, classification and indexing
  - Periodicals collection management
  - Database assessment, cleanup and migration planning
  - Participation in the Institutional Repository Project.
  - Metadata schemas mapping and design

  From 2017 I led the Koha Integrated Library System Implementation Project, surveying needs and articulating with the IT sector:
  - took part in the installation and upgrade processes
  - testing and customisation of the platform's every module
  - trained end-users on the operation of the new system
  - composed guides and procedure manuals
  - SQL reports creation
  - troubleshooting and system administration
  - Online Public Access Catalogue design

  Finally, took on the task of feeding the INIS Repository by collecting and submitting relevant datasets and papers produced by our scientists on nuclear and nuclear-related topics.

Software

- MS Office
- Integrated Library Systems
- Adobe Suite
- MacOS & Linux
- Illustrator
- Database administration

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PROFESSIONAL EXPERIENCE

Librarian / Dec 2014 - Jun 2016

Techint Group Information Center (CEIN); Buenos Aires, Argentina.
- SDI. Selective dissemination of information
- Information gathering for Techint Group daily bulletin
- Tailored information services
- Technical support, both general (Windows or MS Office troubleshooting) and specific to ExLibris' Alephino Software, within CEIN
- Collaboration with Technical Services & metadata quality assessment
- Compilation of CEIN's monthly statistics
- Administration of office supplies purchases

Academic Librarian / Jul 2012 - Nov 2014

UCES Universidad de Ciencias Empresariales y Sociales; Buenos Aires, Argentina
- Circulation Desk
- Reference & On-line Reference
- Information Literacy
- Cataloguing, Classifying (DDC)
- Metadata quality assessment
- Bibliographic search (EBSCO)
- Knowledge-base Administration & Content curation
- Social media management

Medical Librarian / Jun 2010 - Jan 2012

Universidad Austral Facultad de Ciencias Biomédicas; Pilar, Argentina
- Circulation Desk
- Periodicals management
- Bibliographic search (PubMed, EBSCO, ProQuest, Ovid)
- Monthly statistics

COURSES & SEMINARS

The Data Science Course 2019: Complete Data Science Bootcamp

/on-line self-paced
Udemy.com

Seminar 'Science and Technology Information Metrics' / 2018

La Plata, Argentina.

VII International Conference BIREDIAL-ISTEC 2017

La Plata, Argentina.

Seminar 'Open Access of Public Information' / 2017

Instituto Nacional de la Administración Pública (INAP), Buenos Aires, Argentina.

Glossary Management on Digital Environments / 2016

Sistema Argentino de Información Jurídica (SAIJ) - Instituto Nacional de la Administración Pública (INAP), Buenos Aires, Argentina.

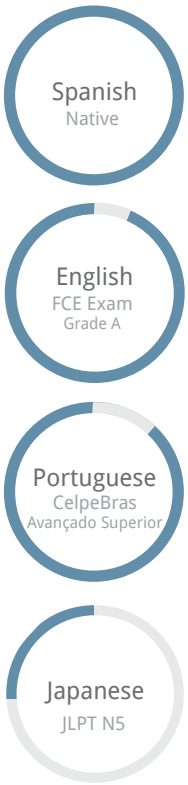
Koha & Integrated Library Automation Systems / 2012

L&D Solutions, Lima, Perú

ORACLE Database Administration / 2009 - 2010

Fundación Proydesa, Buenos Aires, Argentina.

Languages



SKILLS

