Charlie Menicocci

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Experience

University of Illinois Chicago School of Law, Chicago, Illinois
Resources Management & Systems Librarian & Instructor, October 2022 – Present
- Admin for ILS and related systems
- Supervises cataloging and assists when needed
- Coordinates acquisitions/purchases
- Assists with yearly budget
- Handles vendor communications and account provisioning
- ILS migration and related projects

Schwabe, Williamson & Wyatt, Remote, USA
Knowledge Management Solutions Analyst, September 2021 – October 2022
- Administrated and developed customized solutions on HighQ
- Evaluated products for adoption and acted as liaison to vendors
- Maintained HighQ and Access databases
- Managed e-resource access and implementation
- Assisted with acquisitions and billing
- Helped administrate ILS, evaluated competitors for potential migration

Sidley Austin LLP, Chicago, Illinois
Digital Initiatives Analyst, December 2020-August 2021
- All duties under *Digital Resource Analyst*
- Developed technical solutions to research/data management problems
- Created documentation for new features and products
- Assisted with developing SharePoint sites
- Served on Project Management Committee and UX Team

Digital Resource Analyst, March 2020-December 2020
- Performed account provisioning for all library e-resources
- Acted as liaison to vendors and IT department
- Provided Library and Firm with technical support for e-resources
- Managed on-boarding/off-boarding process
- Led UX team for evaluating e-resources and internal systems
- Executed improvements and troubleshooting for internal systems
- Ran statistical and usage reports for resource analysis

Library Operations Assistant, April 2019-March 2020
- Cataloging and ILS management
- Supervised student volunteers
- Assisted with account provisioning and on-boarding/off-boarding
- Temporary Digital Resource Analyst duties Dec 2019 – March 2020

Education

B.A. in Political Science and History, received December 2014
Northern Illinois University, DeKalb, IL

Master of Library and Information Science, received August 2018
Wayne State University, Detroit, MI

Skills
-Microsoft Office Suite
-Collaboration platform management
-RDBMS Management
-Library systems management
-Project management
-Programming/web development experience (PHP, Python, HTML, CSS)

Other Library Experience

Northeastern Illinois University
Library Specialist
August 2018-March 2019

Morton Grove Public Library
Computer Assistant
August 2017-August 2018

Niles-Maine District Library
Transcriptionist
June 2017 – January 2019

Park Public Library
Reference Page
March 2008-August 2010

Volunteer Work

FreeGeek Chicago
2019
-Assisted with recycling and reuse of computers and electronics

Trash People of Logan Square
2022 – Present
-Cleans and picks up trash around neighborhood