

Andrea Nicolay
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EXPERIENCE

- Assistant Director**
10/13 - present
Robbins Library, Arlington, MA
Cultivate community partnerships. Promote library services in the community as overall coordinator of public relations. Create large-scale community-focused programs on an annual basis. Support the long-range goals of the library. Oversee operations in Director's absence.
- Asst. Director/ Head of Adult Services**
9/12 - 10/13
Robbins Library, Arlington, MA
Supported and helped execute director initiatives. As Head of Adult Services, supervised staff of five adult services librarians, one Young Adult librarian, and a Library Assistant in daily reference, collection development, and programming activities.
- Library Manager**
5/11 - 7/12
The New York Public Library, Chatham Square Branch, New York, NY
Supervised staff of 18 professionals/paraprofessionals in daily library operations. Experienced in outreach services to multiethnic neighborhoods, collection development, marketing library services, preparing annual reports, and public speaking.
- Senior Librarian**
8/06 - 5/11
The New York Public Library, Mulberry Street Branch, New York, NY
Assisted patrons in the use of print and online reference resources. Coordinated and launched successful series of cultural programs for adults. Led task force to complete a 60,000-item inventory using CIRCA software. Administrator for social networking presence on Facebook and Twitter; contributed blog posts for nypl.org.
- Librarian Trainee**
1/05 - 7/06
Westbury Memorial Public Library, Westbury, NY
Conducted database training sessions for librarians. Provided reference services to adults, young adults, and children. Publicized events to local news outlets.
- Assistant Editor**
11/99 - 5/04
Bantam Dell, Random House Inc., New York, NY
Edited works of fiction and nonfiction. Coordinated reissues of backlist titles. Evaluated manuscripts and prepared profit and loss projections.

TECHNOLOGY SKILLS

Millennium ILS, Bibliocommons catalog, Drupal Content Management System, Microsoft Office Suite, Google Drive, CIRCA, collectionHQ, social media for organizations.

PROFESSIONAL DEVELOPMENT

- Managing for Excellence Program Graduate
3/11 - 5/11
Leadership training program designed for managers and future managers within the New York Public Library.
- Reference Review Committee Member
8/08 - 2/09
Collaborated with colleagues from various specialties to design and present a series of reference service training sessions for front-line library staff based on the American Library Association's Reference and User Service Association (RUSA) guidelines.

EDUCATION

Queens College Graduate School of Library & Information Studies, Flushing, NY
Master of Library Science, 2006 - Salutatorian
Linda Richardson Memorial Award for Scholastic Achievement and H.W. Wilson Scholarship

College of the Holy Cross, Worcester, MA
Bachelor of Arts in English, 1998 - Honors Program, English Honors Society