

Robert M. Sarwark

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Experience

The Art Institute of Atlanta

March 2017 – Present

Librarian

Atlanta, GA

- Provides reference and library tech support services in person and via e-mail/phone to ~1,600 undergraduate students as sole librarian of arts-focused special collection
- Manages 4 undergraduate student workers; provides workplace on-boarding and training as needed
- Manages and administers all circulation policies, procedures, and troubleshooting (Voyager Circulation module)
- Processes and shelf-readies all new library materials (Voyager Catalog module)
- Proctors and administers placement exams for incoming students (College Board ACCUPLACER platform)
- Conducts collection development for materials focusing on culinary arts, graphic/interior design, fashion, and film/media arts
- Provides customized research and instruction sessions to classes and individuals (faculty and students)
- Manages or conducts all other tasks related to library upkeep as needed

International and Area Studies Library, University of Illinois

August 2014 – August 2016

Graduate Assistant/Academic Hourly (summer)

Urbana, IL

- Provided reference and circulation services to patrons (10-15 hours/week)
- Composed (monthly) & edited (weekly) researched blog postings on international and area studies topics and related readers' advisories
- Compiled and produced library resource guides for specific courses and general reference
- Instructed international/ESL students in library methods and resources
- Co-led monthly info-desk staff meetings
- Conducted statistical analyses and compiled reports on library use and trends

The Career Center, University of Illinois

August 2015 – August 2016

Peace Corps Strategic Contract Recruiter

Champaign, IL

- Provided information and resources to local students and community members interested in becoming Peace Corps Volunteers through tabling at career fairs, information sessions, drop-in hours, class talks, and panels
- Coordinated local Returned Peace Corps Volunteer (RPCV) activities and communications
- Served as liaison between campus and Central Regional Recruiting Office (Chicago)
- Assisted applicants with resume, cover letter, and motivation statement revisions (2-5/week)
- Composed copy and statements for campus- and area-wide public relations and marketing channels
- Managed Facebook presence and produced daily original content
- Met or exceeded all recruitment quotas including term applicant tallies (50/year) and leads generated (300/year)

Illinois Department of Public Health

November 2014 – June 2015

Graduate Hourly (via the iSchool at University of Illinois)

Champaign, IL

- Assisted Ian Brooks, PhD in strategic planning for public health communications initiatives
- Produced proof-of-concept marketing and communications content (audio-visual presentations, posters, web design)

John D. Rockefeller, Jr. Library, Brown University

February 2013 – July 2013

Technical Services Assistant

Providence, RI

- Completed various tasks related to back-end library operations, including shipping/receiving, data entry/search, shelving, and manual labor while a full-time student towards AM degree at same institution (see Education)

Luxembourg Development Agency Project CVE/075

October 2011 – January 2013

Creative Director

Praia, Cabo Verde

- Co-wrote and co-administered two related grants equaling approximately \$57,000
- Created, developed, and wrote for original, scripted series addressing children’s public health issues (11 15-minute episodes)
- Supervised team of 5 subcontractors in revising and editing all green-lit content

Cabo Verde Fast Ferry

June 2011 – March 2012

Commercial & Marketing Associate

Praia, Cabo Verde

- Managed over \$10,000 in commercial ad sales to top businesses in country
- Developed and produced marketing materials in video, print, and online formats
- Supervised and evaluated new employees and student interns

US Peace Corps

July 2008 – September 2010

Education Volunteer

Praia, Cabo Verde

- Instructor-of-record, Universidade de Cabo Verde Department of English
 - Courses taught: Linguistics, Sociolinguistics, Secondary Teaching Practicum
- Tutored staff in English
- Translated and interpreted between Portuguese and English
- Served as liaison, jury member, and assistant administrator for international study abroad programs and partnerships
- Wrote and administered grant: “English for Specific Purposes” library development project, 2010 (\$3,500)

Education

University of Illinois, Urbana, IL
 Master of Science
 Library and Information Science
 2014 – 2016
Certificate in Special Collections

Brown University, Providence, RI
 Master of Arts
 Portuguese and Brazilian Studies
 2012 – 2013

University of Wisconsin, Madison, WI
 Bachelor of Arts
 English
 2001 – 2006
Creative Writing Track

Technical & Computer Skills

- Microsoft Office suite
- Adobe suite
- Web content management and design: WordPress, Weebly, OpenCMS, LibApps, Constant Contact
- Social media enhancement and integration: Twitter, Facebook, LinkedIn, Instagram
- Library/cataloging: Ex Libris Voyager, Oxygen XML Editor, BitCurator, Drupal, Dublin Core
- Instruction: Blackboard Collaborate, Camtasia Studio, Moodle

Language Skills

- Portuguese (full professional proficiency)
- Cape Verdean Creole (full professional proficiency)
- Spanish (working proficiency)
- French (intermediate reading & basic listening proficiency)

Publications & Presentations

- Lula da Silva, Luiz Inácio; Legg, Benjamin and **Robert Sarwark**. Translation. 2013. “Latin America after Chávez.” *The New York Times*. 6 March 2013: A27. Print.
- Bello-Bravo, Julia, Ian Brooks, Barry Pittendrigh, **Robert Sarwark** and Tom Szyrka. 2015. “Automating the Identification of Critical Community Health Indicators and their Presentation to the Public.” GSLIS Research Showcase: Champaign, IL. 3 April 2015. Poster.