

# **Robert M. Sarwark**

██████████, Atlanta, GA 30315

[rmsarwark@gmail.com](mailto:rmsarwark@gmail.com) | ██████████

<http://robertsarwark.com>

## **Experience**

---

### **Federal Reserve Bank of Atlanta**

**April 2019 – Present**

*Knowledge Management Specialist I*

Atlanta, GA

- Provides reference and user/access services to Federal Reserve Bank economists, researchers, and analysts
- Curates and manages relevant digital news content for daily email digest
- Manages all inter-library loan (ILL) requests and related services
- Conducts outreach activities (pop-ups, working lunches, tutorials) to identify areas of need within the organization

### **Houghton Library, Harvard University**

**July 2018 – July 2019**

*Houghton Mifflin Visiting Fellow in Publishing History*

Cambridge, MA

- Project title: “Bibliography of the Damned: A Journey through the Catholic Index of Forbidden Books [Index Librorum Prohibitorum]”
- Conducts research on intellectual freedom, censorship, and European/Catholic history using Houghton Library’s rare-books collections and those of the greater Harvard University Library system

### **The Art Institute of Atlanta**

**March 2017 – March 2019**

*Librarian/Library Director*

Atlanta, GA

- Provided customized research and classroom instruction sessions to classes and individuals (faculty and students)
- Collaborated with faculty and staff to administer assessments and surveys; collects statistics relating to library usage, collections data, and student information literacy
- Provided reference and library technology support services in person and via e-mail/phone to ~1,200 undergraduate students and ~100 faculty/staff as sole librarian of arts-focused print and online collections
- Managed 3-4 undergraduate student workers (1.5 FTE); provides workplace on-boarding and training as needed
- Managed, administered, and documented all circulation policies, procedures, and troubleshooting (Voyager Circulation, Analyzer, and Reporter modules)
- Processed and shelf-readied all new library materials (Voyager Catalog module)
- Proctored and administered placement exams to incoming students (College Board ACCUPLACER platform)
- Conducted collection development for materials focusing on culinary arts, graphic/interior design, fashion, and film/media arts
- Chairperson: Academic Integrity Committee; Faculty Library Committee
- Managed or conducted all other tasks related to library upkeep as required

### **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
- Contributed content to and maintained World Sustainable Development Web Archive (Archive-It platform)
- 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/Consultant*

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 (USD) 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, Department of English, Universidade de Cabo Verde (Uni-CV)
  - 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 collections development project), 2010, \$3,500

**Education**

**University of Illinois**, Urbana, IL  
 Master of Science  
 Library and Information Science  
 2014 – 2016  
*Certificate in Special Collections*  
*(see more below)*

**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*

**The Button Museum, Busy Beaver Button Company**, Chicago, IL | Practicum, May-August 2015 (100 hours)

- Created metadata for over 60 historical pin-back buttons using in-house database and cataloguing standards
- Composed prose descriptions of items using Drupal templates
- Identified and corrected errors in existing entries
- Collaborated with on-site coordinator on all entry revisions and best practices
- Shared new work via social media (Twitter, Facebook, email) to promote the collection

## **Technical & Computer Skills**

---

- Microsoft Office suite
- Adobe Creative suite
- Web content management and design: WordPress, Weebly, OpenCMS, LibApps, Constant Contact, Mailchimp, Infodesk
- Social media enhancement and integration: Twitter, Facebook, LinkedIn, Instagram
- Library/archives: Voyager, Encore/Sierra, OCLC WorldShare & WorldCat, Oxygen XML Editor, BitCurator, Drupal
- 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)
- Latin (basic reading proficiency)
- Greek and Cyrillic (basic reading proficiency of scripts)

## **Selected Publications and Presentations**

---

- “The Greatest of All Serpents: Origins and Evolutions of the Dragon in Medieval Lore and Manuscripts.” Annual Conference of the Popular Culture Association/American Culture Association (PCA/ACA), 29 March 2018, Indianapolis, IN. Presentation.
- “The Water Protectors: Native American Nationalism, Environmentalism, and the Flags of the Dakota Access Pipeline Protests of 2016-2017.” *Vexillum* [NAVA quarterly], no. 2, June 2018. Print; online: [https://nava.org/digital-library/vexillum/recent-vexillums/Vexillum\\_002\\_2018.pdf](https://nava.org/digital-library/vexillum/recent-vexillums/Vexillum_002_2018.pdf). [First presented at the 51<sup>st</sup> Annual Conference of the North American Vexillological Association (NAVA), 14 October 2017, Boston, MA.]
- Lula da Silva, Luiz Inácio [Ex-President of Brazil]; translated by Legg, Benjamin and **Sarwark, Robert**, “Latin America after Chávez.” *The New York Times*, 6 March 2013: A27. Print; online: [https://www.nytimes.com/2013/03/07/opinion/latin-america-after-chavez.html?\\_r=1](https://www.nytimes.com/2013/03/07/opinion/latin-america-after-chavez.html?_r=1).