

Emily Porta

Web Developer and Librarian

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Summary

I've recently been accepted to attend HackerYou's full-time web development program. I complete the immersive program in mid-June, and will then be available for freelance engagements, a jr. dev position, or an internship in the right organization.

More about me:

I'm an entrepreneurial leader who's always the most passionate person in the room. My passions are instruction, information literacy, and the intersection between technology and education (edtech).

I have hands-on experience in: library reference, market research, competitive analysis, prospect research, non-profit organization and leadership, event planning, volunteer management, cataloguing and metadata, information literacy instruction, technical services, and digitization projects. I have experience working in corporate (for profit and not-for-profit), academic, and public settings.

Key professional skills: leadership, initiative and problem-solving, project management experience, excellent communication skills, highly organized and professional, can easily work independently or in a team.

Experience

Student at HackerYou

April 2014 - Present (1 month)

A nine-week, intensive web development bootcamp, where I'll be learning HTML5, CSS3, responsive design, design theory, jQuery, JavaScript and WordPress from professional developers in Toronto. Over 360 hours of class time and hundreds of exercises, plus a major project assignment each week. You can read about my progress on my blog at <http://emilyporta.com>

Research Assistant (contract) at Boost Agents Inc.

November 2013 - April 2014 (6 months)

I conducted recruiter research for Boost on potential candidates and clients for business development.

Cataloguer at University of Toronto

August 2013 - November 2013 (4 months)

As the sole cataloguer for the University of Toronto Mississauga library (HMALC), I applied my expertise in library metadata standards to help organize the library's collection. I was responsible for all copy, derived, and original cataloguing at the library, and work with AACR2, LCSH, LCC, RDA (for authority work), and MARC to create and edit records using Sirsi's Integrated Library System (ILS).

Graduate Student Reference Assistant at University of Toronto

September 2012 - May 2013 (9 months)

- Provided in-person, online, and phone research assistance to University of Toronto Mississauga students
- Responsible for answering reference questions from a wide variety of disciplines, including arts, sciences, business, and social sciences; maintaining quantitative and qualitative data on all interactions
- Supported students in their use of software applications and hardware, troubleshooting information access
- Responsible for maintaining excellent triaged service standards under fast-paced, high-stress situations
- Provided expert level knowledge in searching interdisciplinary and subject-specific bibliographic databases as well as the university catalogue, constructing effective and efficient database queries, and conducting successful reference interviews following RUSA guidelines

Prospect Researcher (contract position) at MaRS Discovery District

April 2013 - April 2013 (1 month)

Paid contract position with MaRS to locate highly detailed biographical information on over 70 potential candidates for recognition by MaRS. I created a spreadsheet (google docs and excel) that clearly and succinctly visualized the relevant data, under a tight deadline. The resulting deliverable will be presented to the CEO of MaRS and act as a decision-making tool for the company.

Prospect Research Assistant at MaRS Discovery District

January 2013 - April 2013 (4 months)

Intern position. Prospect research for MaRS Market Intelligence. Researching companies in ICT, clean technologies, and health sciences.

Intern, Knowledge Management at Lord Cultural Resources

September 2012 - December 2012 (4 months)

Original, derived, and copy cataloguing of over 150 works for Lord's corporate library, following bibliographic control standards (AACR2, MARC, LCSH, LCC, etc.). Utilized online resources such as OCLC Classify, LOC Authorities, Classification Web, RDA Toolkit, Web Dewey, WorldCat, and various University OPAC's and other websites and tools. Utilized Microsoft Access to create bibliographic records.

Senior Mentor at First in the Family

August 2011 - October 2012 (1 year 3 months)

- Advised students in frequent one on one meetings regarding academic, social, and family related concerns, including research methods and library instruction
- Led numerous academic skills development classes for students, including the design and implementation of an in-depth library research workshop
- Created detailed lesson plans for each class
- Gained leadership skills training, including training in active listening, creative problem solving, and teamwork skills

Interlibrary Loans Student Assistant at University of Toronto

September 2011 - September 2012 (1 year 1 month)

- Assisted students in the stacks (directional questions, finding books, help understanding the classification

system)

- Processed patron circulation requests using Sirsi Workflows, Ariel, and Racer, for intercampus, and ILL requests in Canada, the United States, and worldwide

Research Assistant at Department and Centre for the Study of Religion, University of Toronto

October 2009 - April 2011 (1 year 7 months)

- Documented, scanned, and organized a unique digital library of thousands of documents
- Gained extensive familiarity with Endnote reference software and data entry
- Assisted faculty with appointments and schedules, requiring careful research
- Composed and edited instruction materials for other students
- Planned and led numerous meetings and information sessions with colleagues, including technology training

Digital Scanner at Internet Archive

March 2009 - September 2009 (7 months)

- Trained on Scribe 2 digital scanning software and Scribe scanners
- Responsible for scanning and editing scans of several hundred books to be put into the Archive's digital, open-source library
- Handled hundreds of delicate and rare books from libraries around the world, including Thomas Fisher Rare Book Library

Volunteer Experience

Session Staff Chair at PyCon US

April 2014 - Present (1 month)

Responsible for all volunteer runners, session staff, and speakers, ensuring prompt arrival at each talk time and location, clear communication to all members of the volunteer team, and overseeing of complex logistical organization for a 2000+ attendee conference.

New Information Professionals Program Coordinator at Special Libraries Association Toronto

October 2013 - Present (7 months)

Organizer, Social Media and Communications at Startup Weekend: Libraries Edition

December 2013 - April 2014 (5 months)

One of five core organizers of the first ever Startup Weekend: Libraries Edition, where I run the social media campaign via Twitter (twitter.com/SWTOLib), Facebook (facebook.com/SWTOLib), and all other accounts. Writing copy, doing interviews, overseeing all branding and marketing of the event, and other duties as they arise. Also head of volunteer management.

Head of Session Staff at PyCon Canada

August 2013 - Present (9 months)

Managed over 20 volunteers over the course of three days, working with a diverse group ranging from university students to experts in the field to provide incident-free service to the attendees and speakers at

PyCon 2013 - a Canadian conference with over 400 attendees. I demonstrated my leadership, organizational, and management capabilities by leading the volunteers with confidence, a welcoming attitude, and the implementation of several new services to improve the management of volunteers and promotion of the conference itself.

Social Media (Livetweeter) at EdTech Workshop 2013

May 2013 - Present (1 year)

Twitter, Vine, tweets and videos can be found at <http://goo.gl/PAHuzt> or search #EdTechWorkshop2013

Cataloguer at St. John's York Mills Anglican Church

July 2012 - October 2012 (4 months)

- Copy, derived, and original cataloguing using AACR2 (2nd. Rev. Ed.), MARC21, DDC, and LCSH
- Extensive use of WorldCat, LOC online catalogue and authorities, WebDewey, Cataloguer's Desktop, RDA Toolkit, ClassificationWeb.net
- Problem solving for a unique collection, including cataloguing for kits, unpublished pamphlets, and audio-visual materials.

President at The Freethought Association of Canada

February 2010 - March 2011 (1 year 2 months)

Secretary, Vice-President and general volunteer at The Centre for Inquiry

September 2006 - January 2011 (4 years 5 months)

Honors and Awards

Gordon Cressy Student Leadership Award

University of Toronto

2013

"The Gordon Cressy Student Leadership Awards were established in 1994 by the University of Toronto Alumni Association (UTAA) and the Division of University Advancement in order to recognize students who have made outstanding extra-curricular contributions to their college, faculty or school, or to the university as a whole."

<http://alumni.utoronto.ca/about/awards/cressy-awards/>

Education

HackerYou

Web Development, 2014 - 2014

University of Toronto

Master of Information, Library and Information Science, 2011 - 2013

Activities and Societies: Master of Information Student Council - Technology Fund Representative (2011-2013)

iSchool Peer-Led Workshop Series - founder and co-ordinator (2012 - present)
Information Services Committee - Student Representative (2012 - present)
Canadian Library Association Toronto Student Chapter - Secretary (2012 - present)
ARLIS/NA Ontario Chapter - Student Representative (2012)
OLA Superconference volunteer 2012, 2013

I recommendation available upon request

University of Toronto

Honours Bachelor of Arts, Fine Art History, 2006 - 2011

Projects

iSchool Peer-Led Workshop Series

November 2012 to Present

Members:Emily Porta

I've created a workshop series that features various senior year iSchool students. They will lead 45 minute workshops on a number of practical and technical skills required to function as an information professional in the 21st century. I'm responsible for all aspects of the series, including advertising, admin, sign up, and curriculum overview.

"Cataloguing in the Real World" Workshop

February 2013 to Present

Members:Emily Porta

Led a class on cataloguing basics, what cataloguing is like in libraries and other information organizations, why we do it and why information professionals need to understand it.

Library Heist (reference services promotional video)

Members:Emily Porta, Mari Vihuri, Darrell A. Joyce, MI, Pam Murray

One of my proudest moments at the iSchool.

Canadian Politics and Data LibGuide

November 2012 to Present

Members:Emily Porta

A Libguide created by myself in for a course in Data Librarianship.

Course Resource Website

2012 to Present

Members:Emily Porta

A reference resource site I created while at the iSchool

Hacking Your Future: From Research to Research and Development at the iSchool

March 2013 to Present

Members:Emily Porta, Mari Vihuri

Presented at the iSchool Graduate Student Conference

Organizations

Special Libraries Association

Member and New Information Professionals Program Coordinator

January 2013 to Present

Ontario Library Association

Member and Volunteer (Superconference 2012 and 2013)

September 2012 to Present

Canadian Library Association

member

January 2013 to Present

ARLIS/NA

Member and Volunteer

2012 to 2013

APRA Canada

Member

Courses

Master of Information, Library and Information Science

University of Toronto

Launching Information Ventures

Metadata

Introduction to Cataloguing

Advanced Cataloguing (Creation and Organization of Bibliographic Records)

Special Libraries Practicum

Information Professional Practicum

Wearable Technology (Arduino)

Introduction to Reference

Research Methods

Management of Information Organizations

Information Systems, Services, and Design

Foundations of Library and Information Science

Systems Analysis and Process Innovation

Languages

English

(Native or bilingual proficiency)

Interests

entrepreneurship, information industry startups, education technology, wearable technology, e-learning, gadgets, reading, art history, documentary films, electro-swing, swing dancing, playing the saxophone

Skills & Expertise

Library

Cataloging

Information Literacy

Library Instruction

Library Research

Library Science

Library Reference

Social Media

Knowledge Management

Metadata

Research

Virtual Reference

Editing

Information Retrieval

Collection Development

Committees

Books

Technical Leadership

Social Networking

Information Management

Wordpress

Blogging

Public Speaking

Graphic Design

HTML

Prospect Research

CSS

Workshops

Recruiting

Staffing Services

Instruction

Teaching

Workshop Facilitation

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1 person has recommended Emily

"As is evident from her LinkedIn profile, Emily was strongly involved all aspects of the iSchool community. It was obvious, however, that she didn't do these things out of demure feelings of obligation or for the sake of her resume; Emily was committed to making sure that students got the most out of their education and felt confident to enter the professional world. Many of our colleagues would complain about not learning enough "real world skills", but Emily was the one went ahead and created a skills-based workshop series. She is undoubtedly deserving of the prestigious Gordon Cressy Student Leadership Award."

— **David Baxter**, *Student, University of Toronto*, studied with Emily at University of Toronto

[Contact Emily on LinkedIn](#)