



Amanda Malugin

AMANDAMALUGIN.COM

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EDUCATION //

University of North Carolina at Greensboro Master of Library and Information Studies – May 2018

- ◆ Coursework including cataloging, metadata, archival methods, preservation and special collections management.

Brenau University, Gainesville, Georgia Bachelor of Fine Arts, Arts Management – 2001

- ◆ Coursework including studio art, art history, and management courses.

LIBRARY EXPERIENCE //

Student Worker- Special Collections & University Archives at UNCG June 2017– Present

- ◆ Scanned materials from the Women's Professional Forum Records for digital publication, monitoring for quality throughout.

Volunteer- Special Collections & University Archives at UNCG May 2016 – June 2017

- ◆ Processed new materials including the Women's Professional Forum Records.
- ◆ Prepared records for scanning: removing staples and paper clips, unfolding creases.
- ◆ Created a finding aid, arrangement statement and scope and content note relating to the Women's Professional Form Collection.

Volunteer- Charlotte Mecklenburg Library, Plaza Midwood Branch Nov 2015 – March 2016

- ◆ Re-shelved books and assisted with the processing of transfer requests stance to library patrons both in person and on the phone.
- ◆ Assisted patrons with computers, copiers, and printers.
- ◆ Ensured that materials were efficiently processed and shelved for patron use.

OTHER EXPERIENCE //

Internal Sales Specialist- Principal Financial Group, Charlotte, NC May 2012 – Present

- ◆ Provide pricing analysis and competitive positioning for Non-medical sales.
- ◆ Maintain documentation and reporting of quote activity.
- ◆ Consult with internal and external partners to provide exceptional service.

Individual Disability Sales Specialist- MetLife, Charlotte, NC Oct 2008 – May 2012

- ◆ Created tailored plan designs for individual and multi-life clients.
- ◆ Provided field underwriting and application review services.
- ◆ Assisted with the licensing/appointment of new brokers.
- ◆ Training and mentoring of brokers throughout the presale and underwriting process.

Office Manager- ING, Charlotte, NC February 2007 – September 2008

- ◆ Provided daily office management including maintaining records, tracking expenses, and partnering with account managers to assist in the servicing needs of all clients.

SKILLS //

- ◆ G Suite: Docs, Sheets, Forms, Sites
- ◆ Experience with Omeka, LibGuides, and WordPress
- ◆ Knowledge of XML code, RDA, MARC and Dublin Core

MEMBERSHIPS //

American Library Association
North Carolina Library Association
Society of North Carolina Archivists