

Cristina Raventós Menéndez

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EDUCATION

- **Bachelor's degree in Information Science and Librarianship**
Pontificia Universidad Católica del Perú (PUCP), Lima, Peru (2006-2011)
- Certificate in the Educational Use of Information and Communication Technologies in Teaching
Pontificia Universidad Católica del Perú (PUCP), Lima, Peru (2014-Present)
- International Exchange Programme
University of Kent, School of European Culture and Languages, Canterbury, England (2010)
- Photography Degree
Instituto Peruano de Arte y Diseño (IPAD), Lima, Peru (2009-2011)
- English Proficiency Course
EF London, London, England (2009)

PROFESSIONAL EXPERIENCE

Colegio Franklin Delano Roosevelt – The American School of Lima

Librarian Assistant (April 2012 - present)

- Assist the Library Director, Primary School Librarian, and EC-K Librarian in all library activities in the Main Library and the Libru (library for Early Childhood and Kindergarten)
- Maintain the library collection (65,000 copies)
- Order and process new books
- Manage the Circulation Desk (approximately 1500 students, 280 staff members, and parents)
- Promote literacy school-wide as member of the *Roosevelt Reads!* Committee
- Mentor student leaders of the Logistics Team for the CLima 2014 environmental change conference
- Develop and maintain school's Library website as Web Manager and Community Manager
- Supervise student journalists for the Primary School newspaper, *Condor Chronicles*
- Organize the annual Library Book Swap and the annual Spanish Book Fair
- Present book talks and read alouds for Grades 1 through 6
- Create and maintain resource lists to align with the Primary Years Program units of inquiry

Pan American Health Organization (PAHO/WHO Peru)

Internship at the Knowledge Management Centre (April - December 2011)

- Added records to the bibliographic database (LILDBI) and the news database
- Assisted with the use of the Virtual Library of Sustainable Development and Environmental Health (BVSDE)
- Supported the update of the Website (Joomla!)
- Communicated public health information through social media as Community Manager

ESAN

Internship at the Library and Documentation Centre (February 2011)

- Processed library material, Library of Congress classification
- Managed the Circulation Desk
- Added records to the bibliographic database
- Conducted reference work for INDECOPÍ
- Documented facility services as Library Photographer

PROFESSIONAL WORKSHOPS AND TRAINING

Colegio Franklin Delano Roosevelt – The American School of Lima:

- Librarians Professional Development Workshop from Follett (August 2012)
- Team Manager Training from Destination Imagination (August 2012)
- Google Professional Workshop (2013)

US Embassy

- Speaker at the Lima International Book Fair, *E-books and the new generation* (2013).
- Speaker at the Edutech 2 Conference in the Universidad de Lima, *E-books and Digital Libraries in a Teaching Environment* (October, 2013).

PAHO/WHO Peru

- Teacher, *Basic Photography* course for adult members

PUCP

- Guest speaker at the Collection Development Class, *Weeding Books at a School Library* (August 2013 and 2014)
- Speaker at the PUCP Open House, *Information Science and Librarianship Degree* (August 2011)
- Speaker at the 25th Anniversary of the Information Science Degree at PUCP (November 2011)

LANGUAGES

- **Spanish:** Native Language
- **English:** Proficient
- **German:** Basic

TECHNOLOGY SKILLS

- MS Office for Microsoft and Mac (Excel, Word, Access, Power Point, etc.)
- Destiny Library Manager – Follett Software
- Google Drive
- Weebly
- Adobe Photoshop
- Blogger

REFERENCES

****Please contact me to send you my CV with References****