

# EVA VELICHKOV

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**LANGUAGES:** English, French, Bulgarian and Russian (fluent written and spoken)

**COMPUTER SKILLS:** IOS, Windows, Java, Python, C++, (*mention others*)

## EDUCATION

2013-2015

### **Master of Information Studies (M.I.St.)**

McGill University, Montreal, Quebec

- Relevant courses: On-line and CD-ROM Databases, Information Storage and Retrieval Systems, Business Information, Government Information
- Search systems studied: Dialogue, DataSatar OVID, QL

2009-2013

### **Bachelor of Arts - Major: Political Science**

Concordia University, Montreal, Quebec

2003-2008

### **Diploma of Library Studies**

Institute of Library, Bucharest, Romania

## PROFESSIONAL AFFILIATIONS

Member of the American Library Association and the Canadian Library Association

## PROFESSIONAL EXPERIENCE

2014

### **Library Assistant** Departments of Pathology and Immunology, McGill University, Montreal, Quebec

- As the only member of staff, managed the medical library of two departments
- Provided reference services to graduate students, professors and other professional staff
- Registered and organized periodicals, books, slides and other medical documentation
- Researched various topics and assisted medical researchers with up-to-date literature reviews and bibliographies

2012-2013

### **Reference Assistant**

Library of Management, McGill University, Montreal, Quebec

- Assisted students, faculty, alumni and other professionals at the reference desk
- Used on-line reference tools and a large number of business databases (C.B.C.A., ABI Inform, F & S International, Actualités Affaires); helped library users to become familiar with them
- Advised users how to use different search engines and locate information on the Internet
- Designed a library guide for searching CD-ROM business and general databases produced by SEDROM Sni

2010-2012

### **Computer Consultant**

Continuing Education Computer Lab, McGill University, Montreal, Quebec

- Instructed users how to work with hardware (PCs and Macs) and software (Word, WordPerfect, Excel, PowerPoint)
- Monitored and assisted in the process of connecting and going on-line
- Received cash payment for memberships and printing

**PROFESSIONAL EXPERIENCE (Cont'd.)**

- 2009            **Library Technician**  
Library of Concordia University, Montreal, Quebec
- Functioned in Java and Python in preparing an on-line catalogue
  - Worked on a special project creating records, scanning bar-codes and inputting data
- 2008            **Library Technician**  
Greene Library, Westmount, Quebec
- Assisted users at the circulation desk
  - Shelved library materials
- 2007-2008      **Library Researcher**  
Institute of Agriculture, Alexandria, Romania
- Prepared bibliographical data for academics
  - Produced research and reviewed books and articles
  - Provided analytical summaries of subjects
- 2003-2006      **Librarian**  
Municipal Library, Alexandria, Romania
- Administered and managed the library
  - Provided reference and circulation to library users
  - Organized cultural events and assembled public meetings

**OTHER EMPLOYMENT**

- 2012-2013      **Invigilator and Administrator**  
McGill University and Concordia University, Montreal, Quebec
- Controlled and supervised exams
  - Administered the evaluations of professors
- 2006-2007      **End User Support Specialist**  
Manitoba Ministry of Recreation and Tourism, Winnipeg, Manitoba
- Trained staff in use of in-house and commercial databases
  - Recommended and assisted in installation of additional software for LAN

**ADDITIONAL INFORMATION AND INTERESTS**

- Experiences Abroad      • travelled extensively in Europe, Russia and North America  
Piano                      • took 8 years of lessons at the Conservatory in Bucharest  
Sports                      • enjoy skiing, swimming, hiking and skating

**References available upon request**