

Susan Kelsch

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Professional interests

- subject indexing
- electronic publishing
- retrieval methods for electronic information
- controlled vocabularies, subjects, and authorities

Education history

Master's degree: University of Illinois, Champaign-Urbana, IL. Graduate School of Library and Information Science. M.S., August 2003.

U.S. Department of Agriculture Graduate School, *Basic Indexing* course. Completed November 2002.

Bachelor's degree: Indiana University, Bloomington, IN. 1989-1992. B.A., English, December 1992. Minor: Mathematics.

Employment history

EBSCO Publishing, Inc., Ipswich, MA.

- Bibliographic Database Designer, April 2012- present.

Cengage Learning, formerly known as *The Gale Group*, a division of *Thomson Learning*, Belmont, CA.

- Manager, Metadata Automation and Management, October 2008 – April 2012.
- Manager, Machine-Aided Indexing, March 2006 - October 2008.
- Senior Machine-Aided Indexing Analyst, May 2005 - March 2006.

Self-employed indexer and vocabulary editor, January 2003 - May 2005. Traditional back-of-book indexing as well as electronic database indexing.

Sousa Archives for Band Research, University of Illinois, Champaign, IL. August 2002 - August 2003. Graduate assistant.

Information Access Company, Foster City, CA, later *The Gale Group*, 1993 - 2002. Relocated to Farmington Hills, MI, June 1999.

- Indexing Manager, Editorial Standards Department, June 2000 - July 2002.
- Indexing Specialist, Editorial Standards Department, May 1999 - June 2000.

- Vocabulary Specialist and Editor, CPD Group/Vocabulary Management Group/Editorial Standards Department. December 1994 - May 1999.
- Abstractor/Indexer/Editor, Computer Publications Database Group, August 1994 - December 1994.
- Abstractor/Indexer, Computer Publications Database Group, August 1993 - August 1994.

Software skills

Excellent experience: Online database searching, especially EBSCO and Cengage products. CINDEX indexing software. Microsoft Outlook, Access, Excel, Word.

Some experience: XML DTDs and markup, HTML and Web design, SQL, Microsoft PowerPoint.

Professional organizations

Member, *American Society of Indexers*, *American Library Association*.

Language skills

English only. Some experience with Italian and Spanish.

I do read music.