

MELISSA KUNZ

EDUCATION

Masters of Library and Information Studies, University of Oklahoma, 2014

Accredited by the American Library Association

Juris Doctorate, University of Oklahoma, 2011

Accredited by the American Bar Association

Bachelor of Arts, English, Hendrix College, 2007

EXPERIENCE

Graduate Research Assistant

2012-2014

Schusterman Library, University of Oklahoma-Tulsa

- Provided in-person and virtual research and reference assistance to a mixture of health sciences and traditional graduate students using a variety of academic and medical databases.
- Assisted education librarians with medical database instruction classes by reviewing class structure and worksheets for content and providing live search demonstrations.
- Supported technical services by completing interlibrary loan procedures as needed, using ILLiad electronic document delivery software.
- Researched, designed, and implemented “Celebrate Opera,” an audiovisual exhibit in the digital gallery showcasing opera composers whose works have appeared in pop culture.
- Planned, contacted vendors, and made visual recording of live opera singers for the “Celebrate Opera” Lunch & Learn event.
- Presented 20x20 talk to over 40 OU-Tulsa community members on the benefits and past projects of the Center for the Creation of Economic Wealth.
- Member of the Development and Implementation Committee. Planned library’s 2013 summer retreat, focusing on customer service, for 20 staff members.
- Analyzed and helped to quantitatively code the design and mapping elements of over 40 complex medical library websites for a research study.

Team Leader

2014

Project Hexa, Center for the Creation of Economic Wealth

- Organized and managed a team of 5 student interns in researching and making recommendations to the University of Oklahoma Office of Technology Development on how best to commercialize a patent-pending cancer treatment.
- Guided and coached team in their research, including evaluating and establishing best database and government resources, and ensured high level of content quality and accuracy.
- Strategized and led weekly meetings to discuss confidential cancer technology updates, FDA pathway regulations, and licensing potentials with pharmaceutical companies.
- Managed and leveraged sensitive relationships with biochemical engineering professionals, patent attorneys, oncologists, and venture capital experts in the medical industry.
- Project culminated in a formal presentation to key university stakeholders and members of the medical community, as well as a formal final report on nanotechnology in the oncology sector.

Entrepreneurial Consultant

2014

Cultural Outreach Solutions, Center for the Creation of Economic Wealth

- Six-member student team project: researched and developed a comprehensive business plan for a Tulsa-based startup that connects financial businesses to emerging markets through multicultural marketing and ensuring compliance with §342 of the Dodd-Frank Act.
- Compared five different incorporation options and assessed their various tax implications. Made a tailored recommendation that led to the startup forming an LLC.
- Created 10 different cash flow models with 6-year-out profit forecasts. This resulted in a calculated 60% profit margin and potential to increase mortgage company revenues by \$4M.
- Project culminated in a formal presentation to key university stakeholders and members of Tulsa’s professional business and entrepreneurial community.

Curatorial Intern

2014

Woody Guthrie Center, Tulsa, OK

- Researched, curated, designed, and installed a professional public display exhibit case about the only live recording of Woody Guthrie in concert.
- Worked with scholar researchers to provide confidential professional reference assistance.
- Assisted with incoming and outgoing loans, prepared condition reports, handled and secured exhibit artifacts. Maintained and cleaned exhibit cases, ensured that cases were within accepted industry temperature and humidity control ranges.
- Edited archival finding aids to professional standards.

Legal Materials Cataloging Intern

2013

University of Tulsa College of Law Mabee Legal Information Center

- Cataloged and processed more than 200 text and serials acquisitions in a dual AACR2/RDA environment, using OCLC and Innovative Millennium ILS.
- Searched FDSys to acquire relevant electronic high-volume government publications.
- Assessed and purchased appropriate materials for the special Energy and Environment Collection through the GOBI vendor system on a monthly basis.
- Weeded government publication materials and made them available for acquisition by other libraries according to a detailed hierarchy of rules.

Editorial Graduate Assistant

2012 - 2013

To Dr. Yong-Mi Kim, University of Oklahoma-Tulsa School of Library and Information Studies

- Proofread and ensured stylistic consistency and flow of professional letters, confidential personal recommendations, course syllabi, article reviews, and library science study abstracts.
- Edited content and managed extensive citations for a study published in the *Journal of Information Science*: “Is seeking health information online different from seeking general information online?”

TECHNOLOGICAL PROFICIENCIES

Databases:	Ovid, CINAHL, JSTOR, Eric, Web of Science, MergentOnline, LexisNexis, Westlaw, Bloomberg, EBSCOHost, ProQuest, FDSys
Presentation/Productivity:	MS Office suite, MS Access, Asana, Google Docs
Design/Production:	Powtoon, Prezi, GarageBand, Audacity, Adobe Photoshop
Content Management:	WordPress, JordanLawrence
ILS:	Sirsi Workflows, Innovative Millennium, ILLiad
Other:	Papercut, HTML, RDA, AACR2, MARC

PRESENTATIONS AND PROJECTS

- 2014 “Project Hexa: Cancer Treatment for the Future,” presentation, Center for the Creation of Economic Wealth Fall Final Presentation Session
- 2014 “Woody Guthrie Live,” exhibit, Woody Guthrie Center
- 2014 “Copyright for Graduate Students,” LibGuide, OU SLIS Information Literacy and Instruction
- 2014 “The triumph of expediency: The impact of Google Scholar on library instruction,” video, OU SLIS Information Literacy and Instruction
- 2014 “Cultural Outreach Solutions: Helping Businesses Reach the Cross-Cultural Market,” presentation, Center for the Creation of Economic Wealth Spring Final Presentation Session
- 2014 “Center for the Creation of Economic Wealth 20x20,” presentation, Spring 20x20 at the Schusterman Library
- 2013 “Connecting to and Celebrating Opera,” poster presentation, Oklahoma Academic and Research Libraries Association Community of Oklahoma Instruction Libraries *UnCOILED: Close Encounters of the Student Kind* summer workshop
- 2012 “Celebrate Opera,” audiovisual exhibit, Schusterman Library digital gallery

ASSOCIATIONS AND MEMBERSHIPS

- Special Libraries Association
- Oklahoma Library and Information Studies Students Association
- Oklahoma Bar Association
- Phi Alpha Delta Legal Fraternity
- Sigma Tau Delta English Society Honorary

VOLUNTEER ACTIVITIES

- University of Oklahoma SLIS Curriculum Committee Representative. Assisted in deciding what specialized certifications to offer and compiling a report that resulted in ALA reaccreditation through 2021.
- Let’s Connect: Hi and Low Human Book presentation for Orientation Week activities.
- Christmas cards for Murdock Villa, a local public housing facility for the elderly and disabled.