

# ANNA CHOVANEC

LEARNBRARIAN, THEATRIZER, EDUTHUSIAST

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## EDUCATION

**MASTER'S OF LIBRARY & INFORMATION SCIENCE**

Syracuse University, 2013-2015

**BACHELOR'S OF ART – THEATRE PRODUCTION**

Clemson University, 2005-2009

## RELEVANT EXPERIENCE

**Special  
Collections  
Research Center**  
2/2014 – present

### PUBLIC SERVICES REFERENCE ASSISTANT

Providing high level patron-focused customer service; Orienting researchers with materials, handling, and research methods; Remote (phone and email) and in-person reference assistance; Processing assistance on the Grove Press Records collection; Metadata quality control.

**Beihang  
University**  
8/2010 – 7/2012

### INSTRUCTOR, SCHOOL OF FOREIGN LANGUAGES

Fully designed and led unique courses in American Literature, Culture, Public Speaking, Academic and Practical Writing, GRE Prep, Current Events, etc. for undergraduate, graduate, and PhD students; Created and curated course materials; Counseled select students on studying abroad and preparing application materials.

**Shandong  
University**  
8/2009 – 7/2010

### TOEFL/ESL INSTRUCTOR, GENERAL STUDIES PROGRAM

Designed and led long-term Language and Culture course preparing undergraduate students to study abroad in Canada and the United States; TOEFL Preparation; Developed course materials and structure; Mentored students.

## ADDITIONAL EXPERIENCE

**Syracuse Center  
of Excellence**  
12/2013 – present

### INNOVATION PROGRAMS INTERN

Designing and implementing a database for the management of project data and partner firms; Re-envisioning and distribution of a weekly Funding Guide

**Office of  
Disability  
Services**  
9/2013 – 7/2014

### STUDENT ASSISTANT, NOTES PROCESSING OFFICE

Maintained library of course notes, notetakers, student records, and student payroll; trained new hires and incoming supervisor on workflows and procedures.

**MonsterDOWN!  
Theatre Co.**  
3/2011 – 9/2013

### CO-FOUNDER, DIRECTOR

Director and dramaturg for a bilingual theater company; Full-length productions and new play reading series; Co-produced *Ex Machina* in FringeNY 2013

**La Jolla  
Playhouse**  
4/2013 – 7/2013

### DRAMATURGY INTERN

Production dramaturgy support and extensive research for His Girl Friday by John Guare; Production dramaturgy support for Sideways by Rex Pickett

**La Jolla  
Playhouse**  
10/2012 – 7/2013

**PATRON SERVICES REPRESENTATIVE**

Provided premium customer service in person and over the phone for both the La Jolla Playhouse and UC San Diego box office systems

**WordBRIDGE  
Playwright's  
Laboratory**  
6/2007 – 6/2012

**ACTING SCRIPT OFFICE COORDINATOR**

Managed office of annual three-week playwright's lab; Research and dramaturgical support to 50+ artists; Trained and managed student interns

**LEADERSHIP  
& HONORS**

- |           |  |
|-----------|--|
| 2015      | <b>ALA STUDENT TO STAFF REPRESENTATIVE</b><br>ALA Student Chapter, Syracuse University iSchool           |
| 2014-2015 | <b>VICE PRESIDENT</b><br>Library and Information Science Student Assembly (LISSA)                        |
| 2014      | <b>JOSEPH AND MARTA DOSA SCHOLARSHIP</b><br>Beta Phi Mu, Alpha Lambda Sigma Chapter                      |
| 2013-2015 | <b>ENTREPRENEURIAL LIBRARIANSHIP AWARD</b><br>Scholarship, Syracuse University iSchool                   |
| 2013-2014 | <b>LIS PROGRAM REPRESENTATIVE</b><br>iSchool Graduate Organization (iSGO) Executive board                |
| 2012      | <b>TOP FOREIGN TEACHER AWARD</b><br>Beihang University Dept. of Foreign Languages, by Faculty nomination |
| 2009      | <b>DRAMATURGY AWARD, REGION IV</b><br>Kennedy Center American College Theatre Festival                   |

**SKILLS**

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|------------------|---|
| <b>Soft</b>      | Excellent Communication   Customer Service   Project Management   Collaboration   Leadership   Ideation                       |
| <b>Practical</b> | Windows   MacOS   MS Office Suite   Google Drive   Mandarin Chinese   Social Media   Adobe Illustrator   FileMaker Pro   Zoho |

**PRESENTATIONS**

- |      |  |
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| 2015 | <b>LIS Education Symposium – Urbana-Champaign, IL</b><br><i>« Filling in the Spaces »</i><br>co-presenters Katrina Maust and Carl Haynes<br>Abstract available at : <a href="http://annachovanec.weebly.com">annachovanec.weebly.com</a> |
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