

Dan Koster

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Expertise

Exhibit Research and Preparation, Metadata, Library Reference, Graphic Design, Web Design

Education

Present **University of North Carolina at Chapel Hill** — Master of Science in Library Science student
Graduation date: Spring 2010

1993 **Princeton University** — Bachelor of Arts, *magna cum laude*
Dean's award for excellence in independent concentration
(self-designed interdisciplinary major in Medieval Studies)

Experience

9/09—12/09 **Reference Desk Graduate Assistant**

Reference Department, Davis Library, UNC-CH — Chapel Hill, NC
www.lib.unc.edu/davis/

- Assisted Davis library patrons (UNC students, faculty/staff, and Triangle-area community) with all manner of reference desk queries, at all levels of education and library experience
- Answered questions received in person, by phone and by IM chat (often simultaneously)
- Worked with rotating full-time staff during day, and unsupervised (with one other graduate assistant) on night shifts
- Provided technical support for Internet, software, scanners and other devices as necessary

2/08—5/09 **Temporary Research Assistant**

The Carolina Story: A Virtual Museum of University History
Carolina Digital Library and Archives, Wilson Library, UNC-CH — Chapel Hill, NC
museum.unc.edu

- Curated new exhibit, "Public Art at Carolina." Curation included conception, research, writing of exhibit text, photography, and metadata encoding for 53 works of public art at UNC-CH
- Instituted metadata standards for entire Virtual Museum collection, while at 400+ images
- Encoded 15 metadata fields for existing 400+ images and 300+ new additions, including LCNAF, LCSH, TGM I and TGM II controlled vocabularies (total: 780+ images)

9/02—12/06 **Web Content Manager**

Queens University of Charlotte — Charlotte, NC
www.queens.edu

- Completely redesigned long-dormant website with new interface and new dynamic site architecture (chiefly in ASP, with JavaScript and Flash enhancements).
- Grew site from 2,000 to 5,000+ pages; increased traffic from 400 to 2,500+ daily visitors.
- Collaborated with local vendor E-Dreamz to develop custom site builder tool, enabling faculty and staff to maintain their own pages without having to learn HTML or additional software.
- Trained more than 125 faculty and staff members, individually and in groups, to use the custom site tool to create and maintain web pages.
- Introduced and maintained e-commerce for donations and registrations on a secure server.
- Collaborated on other University Relations projects (print materials, TV and cinema ads, media relations) as necessary, or when best suited to the particular task at hand.

Experience *(continued)*

5/01—9/02 *Sole Proprietor: Dan Koster, Inc. — Web, Print, Multimedia — Hendersonville, NC*

Clients included:

- **MountainBank** Comprehensive Web site redesign; technical support
- **Access Computer Technology** Logo redesign; marketing (CD-ROM, brochures)
- **The Wired Mouse** Web site design

8/00—4/01 **Assistant Webmaster, Lead Graphic Designer & Desktop Publisher**

Moreau Catholic High School — Hayward, CA

- Designed, illustrated, and wrote copy for fundraising materials, including brochures, appeal letters, event announcements, direct-mail solicitations, and interactive Web pages. Donations rose 30% over previous year.
- Created and maintained Online Giving section of school Web site (using ColdFusion on a secure server) to expand fundraising reach and bolster Moreau's tech-savvy image.

8/99—7/00 **Senior Site Architect & Designer**

XOOM.com, a service of NBC Interactive — San Francisco, CA

- Managed, maintained, and updated several key pages of a Top 25 commercial website serving over 13 million members. Daily content included columns, polls, contests and interactive ads.
- Designed unique logos, ads, and other graphics (both static and animated) for new services and promotional events.
- Redesigned front door of site to improve UI and aesthetic appeal as XOOM.com transitioned to NBCi.com; applied redesign to other areas of site to unify look & feel.
- Communicated with sales, management, and engineering departments to schedule daily features and maintain continuous operation of site for members.

10/98—8/99 **Graphics, Illustration & Publishing Freelancer** — *Monterey, CA*

Clients included:

- **CTB/McGraw-Hill** — *Monterey, CA* Illustration, design and text editing of test books
- **UpStart Communications** — *Emeryville* Web & multimedia consulting; JavaScript, HTML
- **Aquarius Charter** — *Carmel, CA* Sales brochure design and copywriting; trade show presence; direct-mail campaign

9/95—9/98 **Senior Graphic Designer & Desktop Publisher**

UpStart Communications — Emeryville, CA

- Obtained new hi-tech clients through customized multimedia pitches, assisting UpStart's annual run-rate to increase from \$2 to \$6 million in two years.
- Clients included: Sun Microsystems, Compaq, Fujitsu Interactive, Xerox/Inxight and QAD.
- Created and maintained UpStart "look and feel" across materials including Web pages, multimedia presentations, press kits, brochures, business cards, client gifts, shirts, etc.
- Managed, supervised, educated and developed two junior designers.

10/93—1/95 **Project Manager: Sun Microsystems Accounts**

Hi-Tech Communications (now incorporated in Golin-Harris) — San Francisco, CA

Appendix: Expertise

Metadata / Controlled Vocabularies

DC	Dublin Core Metadata Element Set
LCNAF	Library of Congress Name Authority File
LCSH	Library of Congress Subject Headings
TGM I	LC Thesaurus for Graphic Materials I: Subject Terms
TGM II	LC Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms

Metadata / Image Management Software

CONTENTdm	Extensis Portfolio
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Design Software

Adobe Acrobat	Equilibrium DeBabelizer Pro
Adobe Illustrator	JASC Paint Shop Pro
Adobe ImageReady	Macromedia FreeHand
Adobe InDesign / PageMaker	Macromedia Fireworks
Adobe Photoshop	QuarkXPress

Office Productivity Software

dotProject	Microsoft Office
FileMaker Pro	Raiser's Edge / NetSolutions
GoogleDocs	QuickBooks

Web Software

Better Telnet	Mozilla Firefox
Blogging software (various)	Mozilla Thunderbird
E-Dreamz custom WYSIWYG editor	Netscape Communicator
Macromedia Dreamweaver	Telnet
Macromedia Flash	TextPad
Microsoft Internet Explorer	WS_FTP (and others)

Web Languages

HTML 4.0 / DHTML (*hand-code*)
JavaScript
Working knowledge of ASP, CGI, ColdFusion, Perl and PHP

Sound and Video Software

Adobe Premiere
Awave Audio
Goldenhawk CDR-WIN
Nero CD Suite
Roxio CD/Multimedia Suite
SoundForge XP
SSEYO Koan Pro

Portfolio

<http://www.dankoster.com>