

Located in Prescott, AZ

BJONSSON.COM (ePortfolio)

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BRENDA ANNE JONSSON

Creative, interdisciplinary information and library scientist with broad-based coding skills, promotion and graphic design, management, and accounting experience.

CERTIFICATES

Digital Curation Certificate from University of Arizona, Computer Programming certificate from Yavapai College, Video Game Design certificate from Yavapai College

EXPERTISE AND RELEVANT CLASSES

LibGuides, Symphony, WorldCat,,Photoshop, Adobe Premiere Pro, Excel, Access, Networking and Cybersecurity Fundamentals, HTML/CSS/JavaScript, PHP/MySQL, Python, R, Linux, C#, Java

EXPERIENCE

The Art Theatre of Long Beach, Long Beach, CA — Assistant Manager

2012 - 2014

- Planned, organized, and oversaw special events (weddings, funerals, independent film screenings, etc.). Managed 1-2 employees to ensure satisfied renters and repeat bookings.
- Financial reconciliation: purchasing, and balancing sales receipts.
- Improved event promotion via social media, creation of customized movie trailers, impactful graphic design for all media (ads, postcards, social media, logo design), leading to increased sales.
- Facilitated donor program expansion via newsletter creation, identifying and organizing donor information, group brainstorming sessions.

Mo's O'Brady's, Anchorage, AK — Server

2008 - 2011

- Bar and dining room service
- Training new hires

Stusser Electric, Anchorage, AK — Receptionist

2006 - 2008

- Billing and invoicing
- Filing
- Routing customer requests on 9-line phone system
- Assisting purchasing agent, accounts payable/receivable, sales, warehouse

EDUCATION

University of Arizona, Online — *Master of Library and Information Science, Digital Curation Certificate*

AUGUST 2020 – DECEMBER 2022

Prescott College, Prescott, AZ — *BFA Interdisciplinary Arts & Letters*

JANUARY 2019 – DECEMBER 2019

University of Christian Studies and Seminary, Eagle River, AK — *BA Biblical Counseling*

AUGUST 2003 – AUGUST 2008

Yavapai College, Prescott, AZ — *Computer Programming Certificate, Video Game Design Certificate*

JANUARY 2020 – DECEMBER 2023

INTERSHIPS

Yavapai College, Prescott, AZ

MAY 2022 – JULY 2022

- Staffed the library circulation desk.
- Created a display of the college's history.
- Created a cybersecurity display designed to promote the college's programming, IT, and cybersecurity certificates which led to increased material checkout volume.
- Led the research for emeritus professors' biographies for the college website.

Yavapai County Library Network, Prescott, AZ

JANUARY 2022 – APRIL 2022

- Improved database system search capability: cataloged over 30 original theses and dissertations in Symphony and WorldCat, converted Word, PowerPoint, and other documents to LibGuides.
- Created user experience (UX) interfaces and content editing for the Library Network's mobile and web apps.
- Researched and increased graphic design workflow efficiency via new macros, implementation of Microsoft Teams, and the Google Suite.

Kingston Business Solutions, Online

JUNE 2020 – AUGUST 2020

- Created web-based promotional material on the company website.
- Expanded market reach through creation and posting of articles on social media and the company's LinkedIn profile.
- Researched 422 point of sale (POS) systems and coded into a searchable database to aid purchasing and contract decisions.