
Sheriff Ola

Technical Service Specialist

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portfolio: <https://29sola.github.io>

SUMMARY

Friendly and disciplined technical services specialist, conversant with the principles and practices of cataloging, classification, metadata, database maintenance, and web development. Eager to join the technical services team in a library establishment to boost bibliographic organization, maintenance, and preservation. Previous library experiences include over 2 years of cataloging and circulation service support, serving as point of contact for locating scientific and technical (engineering) resources, and library website maintenance

EXPERIENCE

Surrey Public Library, Surrey BC - MLIS Practicum Student

Jun 2018

- used integrated library system, SirsiDynix Horizon, to perform reference transactions, maintaining strong customer-focused ethics
- assisted with bibliographic cataloging and circulation services.
- undertook web-based data collation and collection tasks to assist with development of new library website

Woodward Library, University of British Columbia - Ask Away

Reference Assistant (Part-time)

Aug - Dec 2018

- provided careful virtual instruction to patrons on finding bibliographic materials on library database system
- assisted patrons in finding reference and citation information by printing them to bibliography and web resources
- provided answers to questions about specific books and similar materials and their fit with patrons' research topics
- curated and documented patrons' questions and matched them to carefully compiled service categories to help improve service delivery

Digital Media Center, Memorial University - Digital Media Technician
(Part-time)

Aug - Dec 2015

- used Adobe After Effect and Illustrator to edit multimedia contents generated from field-based student and faculty projects
- took professional photography for formal and official usage using standards set by federal and provincial authorities
- professionally scanned paper-based documents and converted to electronic document formats such as .pdf using Adobe Reader
- Implemented minor troubleshooting of scanners, printers, and library computers

The Balme Library, University of Ghana - Instruction Technology
Support (Temporary Part-Time)

2010 - 2012

- assisted remote learning instructors in setting up teaching contents on the KEWL LMS platform
- helped users resolve problems with accounts or access to instructional contents on KEWL
- answered support emails and similar queries from students and instructors
- reported complex support issues to Central IT department for expedited resolution
- assisted course instructors in searching for, downloading and uploading specific multimedia contents and resources for inclusion in teaching

Zoomlion Ghana Limited - Library Technician (Part-Time)

2002 - 2006

- used automated library system to perform descriptive cataloging of scientific and engineering resources, ensuring thoroughness and accuracy and following laid down standards by regional and national authorities
- provided an approachable and knowledgeable point of contact to scientific and engineering staff in locating technical and scientific resources
- created duplication of technical manuals, and assisted supervisor in procuring new bibliographic resources for library
- followed organizational standards and protocols for storing digital documents and bibliographic resources, and keeping an emphasis on security and damage prevention

Institute of Statistical, Social and Economic Research, University of Ghana - Research Field Assistant (Contract)

2009 - 2010

- collected and analyzed data using survey tools like ODK Collect, CSPro and Survey-to-Go as well as statistical and GIS software such as ArcInfo 9, Stata and Microsoft Excel
- randomly selected and recruited subjects for interview following carefully designed sampling procedures, and interviewing ethics and best practices
- supervised student fieldworkers by issuing interviewing assignments and recording completion status
- liaised between student fieldworkers and research project supervisors
- managed budgets for fieldwork such as interviewer transportation, food and related logistical needs, incentive payments to interviewees, and acquisition of equipment to support field interviews

EH Commodities, Liberia - Procurement Analyst (Permanent Full-time)

2012 - 2014

- liaised between employer and vendors by exchanging and negotiating supply and purchasing information and demands
- documented business processes and generated monthly cost analysis reports
- kept a keen eye on company supply needs and took proactive actions to avoid supply shortages
- conducted business intelligence analysis to examine trends in commodity supply and demand as well as in local and international price dynamics

EDUCATION

University of British Columbia, Vancouver - Master of Science, Forestry

Jan 2019 - Dec 2020

Supervisor: Dr. T.C.H. Sunderland

Dissertation explored information dissemination to support natural resource conservation in high forest zone communities

University of British Columbia, Vancouver - MLIS

Jan 2017 - May 2019

Specialization: Data Services

Courses: Database Design; Metadata; Information Systems; Python Programming; Collection Management; Bibliographic Description and Resources; Cataloging and Classification

Memorial University of Newfoundland, St. John's - MA Political Science

Jan 2015 - Oct 2016

Supervisor: Dr. J. Scott Matthews

Masters research paper explored ethnicity influence on electoral communication

University of Ghana, Accra - BA Political Science with Information Studies

Aug 2004 - Jun 2008

GPA: First Class Honors

PUBLICATIONS

1. Sunderland, T., Gaston, C., Dai, C., and **Ola, S.** (2020). Participation Challenges in Natural Resource Leadership for Women in Ghana. Manuscript submitted for publication
2. Ola, s. (2020). Women Leaders as Transfer Agents of Conservation Information in High Forest Zone Communities: Challenges and Opportunities. Manuscript submitted for publication
3. Ola, s. (2021). Measuring Progress in the AU's STI Agenda: a look at research production among selected African research institutions. Manuscript submitted for publication
4. Ola, s. A user experience assessment of virtual reference services in selected research libraries in Canada. Manuscript in progress
5. Ola, s. A supervised classification of e-libraries in Canada using selected web-based indicators. Manuscript in progress

TEACHING

Faculty of Forestry, UBC - Teaching Assistant - FRST 100 Sustainable Forests (Part-time)

Sept - Dec 2019

- graded undergraduate assignment and term papers, providing substantive feedback on grammar and content
- collaborated with the UBC Writing Center to develop robust writing solutions to assist non-anglophone course members with English

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- oversaw invigilation for mid-term and end-of-term examinations and ensured good and orderly conduct by students

Department of Political Science, MUN - Teaching Assistant - POSC
2300 Introduction to Contemporary Politics

Jan - May 2015

- assisted in development of course content for POSC 2300 (Introduction to Contemporary Politics) by editing instructor draft of course syllable and printing over 200 copies for distribution to course members
- created and delivered web-based tutorials on STATA data analysis for political science research
- graded term papers and provided substantive feedback on grammar and content
- invigilated mid-term and end-of-term examinations and ensured good orderly conduct by students

SKILLS

- Communication: Clearly present ideas in written & oral forms
- Analytical: Able to think critically & make evidence-supported judgements
- Computing: Good experience using computers and the internet to perform critical administrative tasks and projects
- Organizational: Independent & team-oriented work ethic. Good time management skills. Strong customer-oriented work outlook

TECHNICAL & LANGUAGE PROFICIENCY

- Good knowledge of library bibliographic automated systems
- Web Development: intermediate knowledge of HTML, CSS, Javascript, XML, Wordpress, and, Microsoft Frontpage, Python programming
- Instructional Design: completed UBC's certificate program in Teaching & Learning (2019)
- Library Automation: familiarity with Koha, DSpace, SirsiDynix Horizon integrated platforms
- Virtual Service Delivery: experience in providing online support services for technical and scientific research & teaching
- Familiarity with core metadata and cataloging standards including Dublin Core, Ecological Metadata Language, CDWA Lite, LCSH, Dewey Decimal Classification
- Strong English proficiency. Basic knowledge of French

EXTRACURRICULAR & LIFELONG LEARNING ACTIVITIES

- Member: VIMLOC (2017–to Present). Helped launch a UBC SLAIS chapter in 2018
- Member: BCLA (2017–to Present). Active membership
- Research Data Management & Sharing Certification (Coursera. in-progress)
- COMPTIA A+ Hardware Certification. (in-progress)
- Completion of online Technical Services Course offered by Idaho Commision for Libraries (OCLC WebJunction)

References available upon request.