

Jessica Louise Neefe

Phone: 865.202.8928 Email: jlouiseneefe@gmail.com Website: jessicalouiseneefe.com

EDUCATION

August 2012 – May 2014 **University of Tennessee** Knoxville, TN
Master of Science in Information Sciences

June 2002 – May 2004 **University of Tennessee** Knoxville, TN
Master of Science in Sports Management & Administration

August 1997 – May 2001 **University of Tennessee** Knoxville, TN
Bachelor of Science in Retail & Consumer Science, Minor in Business

SKILLS

Five+ years' experience with Nesbit and Aleph library systems
Proficient knowledge in Drupal, WordPress, RapidWeaver, HTML
Proficient knowledge in SharePoint, Dropbox, Lucidchart, Confluence
Proficient knowledge in podcasting, screencasting, wikis, blogs
Proficient knowledge in taxonomy, content management, information architecture

WORK

EXPERIENCE

August 2014 – December 2014 **Scripps Networks Interactive** Knoxville, TN
Information Architect Contractor

- Designed, implemented, and documented an overall Wiki structure to promote ease of search and navigation
- Designed and documented templates allowing staff to easily comprehend what a page contains
- Defined and documented a taxonomy
- Trained Digital Operations and Product staff on use of templates, layouts, taxonomy
- Assisted in defining approach for encouraging organizational adoption and adherence to the taxonomy, structural and layout recommendations

May 2013 – May 2014 **UT School of Information Sciences** Knoxville, TN
Graduate Assistant

- Monitored online classes to identify problems in delivering and receiving class content
- Responded to student questions about problems in accessing and using the BlackBoard Collaborate site

June 2008 – May 2012 **American Cancer Society** Knoxville, TN
Health Initiatives Representative

- Worked with five Commission on Cancer accredited cancer centers in offering ACS programs to cancer patients through a direct patient referral
- Assisted in fundraising events including Hope Gala, Relay For Life, Making Strides Against Breast Cancer, major gifts, and corporate giving campaigns
- Supervised and managed 145 volunteers involved in ACS programs
- Appeared on various television and radio spots promoting ACS programs
- Advocated and worked with grassroots program to educate legislators on access to care, tobacco, National Breast and Cervical Early Detection Program, colorectal pilot program, and oral chemotherapy parity
- Pulled reports and ran data for health initiative objectives, including statistics of state and national screening data, cancer incidence/mortality rates, and constituents served

January 2006 – June 2008 **Scripps Networks Interactive** Knoxville, TN

Cataloging Supervisor, Media Center

- Assisted in the refinement of current collection management procedures and cataloging standards to meet the demands of changing technologies
- Supervised taxonomy project for Food Network online recipes
- Served on Digital Asset Management committee and developed plan to digitize Scripps' music collection
- Served as a liaison between the five networks (HGTV, GAC, Fine Living, DIY Network, Food Network) and production companies when dealing with media deliverables and raw footage
- Supervised seven media library coordinators in the cataloging of physical media materials stored by the library, including, but not limited to, raw footage, graphics, music, finished programming, promotional reels, commercial and infomercial reels, Video on Demand, broadband vignettes, and other media
- Oversaw the operation of the off-site storage facility for the media center and managed several projects in the organization, preservation, and cataloging of production materials

August 1997 – July 2004 **University of Tennessee Libraries** Knoxville, TN

Library Associate I, Circulation/Reserve Departments

- Consulted with professors on creating and submitting request lists of class materials to place on Reserve
- Created databases on Unix server for Reserve Department
- Cataloged Reserve materials in Aleph library system
- Consulted with patrons on the use of over 200 research databases

**VOLUNTEER
WORK**

February 2011 – Present **Adopt a Golden, Knoxville Inc.** Knoxville, TN

Foster Director

- Recruit fosters, review foster home applications, conduct home visits, and train new fosters in foster and adoption procedures
- Place dogs in appropriate foster homes until adopted into forever home
- Work with foster dogs that exhibit behavioral issues
- Assist in fundraising events

REFERENCES

Professional

David Atkins
UT Hodges Library
865.335.1836
datkins@utk.edu

Professional

Amy Thomason
Scripps Networks Interactive
865.560.4846
athomason@scrippsnetworks.com

Professional

Crystal Mantooth
American Cancer Society
423.280.9338
crystal.mantooth@cancer.org

Volunteer

Michele Hummel
Adopt a Golden, Knoxville
865.806.2148
mhummel@knoxvillechamber.com