

Brenda L. Wong
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Work experience

Library Technician - Fasken Martineau DuMoulin (2003, contract)

- ◆ Check-in and process all serials for routing with **DB/Textworks**
- ◆ Route electronic newsletters
- ◆ File updates into looseleaf legal texts

Library and Records Technician - QLT Inc. (2002-2003 contract)

- ◆ Monitor and order interlibrary loan requests
- ◆ Route electronic and print table of contents and journals
- ◆ Receive, store and retrieve off-site storage materials and micrographics

Library Technician - Fasken Martineau DuMoulin (2001-2002, contract)

- ◆ Check-in and process all serials for routing with **DB/Textworks**
- ◆ Respond to urgent case law retrieval
- ◆ File updates into looseleaf legal texts

Library Technician - Prevention Source BC (1996-2001)

- ◆ Respond to all incoming reference inquiries
- ◆ Catalogue monographs and serials with **DB/Textworks**
- ◆ Develop databases with consultant
- ◆ Coordinate web site document update
- ◆ Operate switchboard and voicemail system

Records Management Clerk - Placer Dome (1996, contract)

- ◆ Scan and edit documents

Records Management Clerk - Trans Mountain Pipeline (1996, contract)

- ◆ Catalogue promotional materials with **DB/Textworks**

Children's Services Assistant - Fraser Valley Regional Library (1996-1997, part-time)

- ◆ Responsible for circulation tasks
- ◆ Respond to children's reference questions

Bookshelver - Richmond Public Library (1994-1997, part-time)

- ◆ Shelve high volume of library materials
- ◆ Responsible for circulation tasks

Library Technician - National Research Council (1995-1996, volunteer placement)

- ◆ Responsible for document delivery with CISTI database
- ◆ Design database with **Access**

Education

1994-1996 Langara College: Library Technician Diploma

1985-1990 University of British Columbia: Bachelor of Arts (History)

Library software

DB/Textworks, Library Master, CLSI

Internet applications

Lotus Notes, Pegasus, Netscape Mail, Corel Central, MS Outlook

Internet Explorer, Netscape, Mosaic

Adobe Acrobat, HTML

General applications

Word, Excel, Corel's Wordperfect, Lotus, Access

Professional memberships

Library Technicians and Assistants Interest Group (BCLA)

Vancouver Association of Law Libraries

Continuing education

Canadian Good Manufacturing Practices, QLT in-house

US Good Manufacturing Practices, QLT in-house

Quicklaw Database Training, Quicklaw Vancouver office

Legal Resources and Reference Services, Langara College

Internet Marketing, University of British Columbia