

REBECCA SHEFFIELD, BA, MIST.
Curriculum Vitae

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EDUCATION

UNIVERSITY OF TORONTO, FACULTY OF INFORMATION

Master of Information Studies (2009)

Archives & Records Management

A thorough knowledge of modern archival theory and standards, including the Rules for Archival Description (RAD); familiarity with provincial and national privacy legislation, including PHIPA and FIPPA; good understanding of information management models and concepts.

COURSES

Information Resources & Services

Information Technology Applications

Issues in Cultural Policy & Contemporary Culture

Managing Organizational Records

Archives Concepts & Issues

Archives Arrangement & Description

Archives Programs & Services

Information and its Social Contexts

GEORGE BROWN COLLEGE

Digital Publishing Foundation Certificate (2003)

Studio management skills, including budgeting, tax legislation and production management; knowledge of graphic design fundamentals, including colour theory, layout & grid design; basic skills in Adobe Creative Suite applications, Macromedia Dreamweaver and MS Office.

CENTENNIAL COLLEGE CENTRE FOR CREATIVE COMMUNICATION

Book & Magazine Publishing Certificate (2001)

Confident in substantive & copy editing tasks; strong production & project management skills; good knowledge of the Canadian publishing landscape.

UNIVERSITY OF SASKATCHEWAN, COLLEGE OF ARTS & SCIENCE

Bachelor of Arts, Women's Studies/Sociology (1998)

A good understanding of advocacy & participatory methodologies; strong analysis and critical thinking skills; competency in interdisciplinary research; background in sociological theory and statistical analysis.

COURSES

Contemporary Feminist Thought

Feminist Thought to 1980

Images of Women & Men in Popular Culture

Women & Addiction

Gender & Environment

Feminist Research Methodologies

Gender & Development in Peru (Field Study)

Sociological Theories of Women's Studies

Sociology of Women's Health

Statistical Concepts for the Social Sciences

Methods of Social Research

Application of Statistical Techniques

EMPLOYMENT

MAY-AUGUST 2008

ONTARIO MINISTRY OF HEALTH, PUBLIC HEALTH DIVISION

Student Practicum

RESPONSIBILITIES

Work with the Public Health Informatics Lead to further and/or complete new and ongoing projects requiring expertise in information and records management, policy development, analysis and research, as they relate to the provision of public health and infectious diseases surveillance.

DELIVERABLES

Deliver an assessment report on the current state of local information management practices and resources.

Compose and/or review communications documents, including briefing notes, notices, bulletins and staff training material.

SEPTEMBER 2007-PRESENT

UNIVERSITY OF TORONTO ACCESSIBILITY SERVICES

(1) Invigilator & (2) Information Officer

RESPONSIBILITIES

- (1) Supervise students with registered disabilities during examinations.
- (2) Provide administrative support for Disability Advisors, including scheduling, development of communication materials, records management and other office management duties as required.

SKILLS

Accommodate students with disabilities while upholding the University of Toronto's Code of Behavior on Academic Matters.

De-escalate anxiety & resolve conflicts.

Make efficient & effective decisions in a high-stress environment.

OCTOBER 2004-JUNE 2007

HACKERS LANGUAGE RESEARCH INSTITUTE (SEOUL, KOREA)

TOEFL/ESL Research Lead

RESPONSIBILITIES

Research, write & edit English-language compositions for EFL students preparing for the Test of English as a Foreign Language (TOEFL); prepare reports on the development of new theory in EFL instruction and standardized testing; deliver monologues (voice acting) for audio components of TOEFL preparatory materials.

SKILLS

Effectively communicate with EFL team members.

Produce high-level communications that meet corporate expectations

Estimate & evaluate language proficiency levels for students.

APRIL-MAY 2001 (STUDENT PRACTICUM); MARCH 2002-JULY 2004

ACCESS COPYRIGHT, THE CANADIAN COPYRIGHT LICENSING AGENCY

(1) Membership Associate & (2) Communications Coordinator

RESPONSIBILITIES

- (1) Represent the interests of affiliated to publishers to the Board of Directors, management & IT staff; provide supports for publishers and their agents.
- (2) Plan and execute educational seminars for clients; liaise with publicity and promotions consultants; attend conferences as the corporate representative; content management for the enterprise web site.

SKILLS

- Delegate tasks to staff and evaluate output.
- Provide reference services to affiliated publishers, including information about copyright legislation and the administration of rights.
- Synthesize media clippings for the corporate newsletter and web site.
- Lead technology projects, including the development of modules for the Oracle-based Rights Management System database.

ADDITIONAL EXPERIENCE

EXTRACURRICULAR

Association of Canadian Archivists (ACA) University of Toronto Student Chapter
Secretary, 2008-2009

Master of Information Studies Student Council (MISSC)
Vice President 2007-2008
Secretary 2008-2009

Adaptive Technology Resource Centre (ATRC)
Smart Campus in Your Pocket (SCYP) Project

Completed a Digital Tagging Literature Survey, compiling information from the literature on the use of electronic tagging technologies such as RFIDs and 2D barcodes, which add greater context to the environment by adding a layer of data to objects and artefacts.

LOCAL COMMUNITY

Support Our Youth (SOY)

Community Mentor, February 2008-present
Mentors are queer “big brothers and sisters” who provide support and encouragement to young people exploring questions about identity, sexuality and community.

***Seoulsisters*, a Social Group for English-Speaking Queer Women**

Coordinator, February 2005-June 2007
For over a decade, *Seoulsisters* has provided a safe and friendly environment for English-speaking queer women from diverse ethnic and cultural backgrounds. The group meets twice each month in an informal setting and manages a lively online discussion forum.

PUBLICATIONS

EFL INSTRUCTION

iBT TOEFL Find Speaking. Seoul, South Korea: Bansok Publishing Co., 2007.
(as Rebecca Hardy, with Naomi Kim) ISBN: 897172465X

iBT TOEFL Find Listening. Seoul, South Korea: Bansok Publishing Co., 2007.
(as Rebecca Hardy, with Naomi Kim) ISBN: 8971724668

Hackers TOEFL Reading, iBT Edition. Seoul, South Korea: Hackers, 2006.
(Lead researchers and English contributor) ISBN: 8995151730

Hackers TOEFL Reading Basic, iBT Edition. Seoul, South Korea: Hackers, 2006.
(Lead researchers and English contributor) ISBN: 899070023X

TRADE

We're Here, We're Queer, We're Used to It. Toronto: homosaywhat?, 2005.
(Editor and contributor) ISBN: 9780973716108

PRESENTATIONS

“Confidential Pride: Balancing Access and Privacy in Queer Archives”
2008 ACA Annual Conference. Fredericton, NB. June 12-14, 2008

“An Introduction to the Trade Publishing Process”
University of Toronto Centre for Women and Trans People, February 7, 2008

PROFESSIONAL MEMBERSHIPS & AWARDS

Member, Association of Canadian Archivists (ACA)
Member, Canadian Library Association (CLA)

Recipient, Lesbian & Gay Community Appeal Foundation Grant, 2008
Recipient, Faculty of Information Studies Alumni Association Travel Grant, 2008
Recipient, SSHRC Travel Grant, 2008

REFERENCES

Available upon request