

# { Katharine Wolfe }

kate@kate-wolfe.com

Friendly

Reliable

Smart

Motivated

## Education

## Employment



**Smith College**, Northampton, MA  
*Bachelor's in Psychology, minor in Medieval Studies*  
September 2006 – May 2010  
Graduated *cum laude* with GPA of 3.75.  
Worked as Classical Latin tutor.



**Client Associated Businesses, Inc.**, Niantic, CT  
*Clinical Data Associate*  
May 2010 – September 2011

Ensured clean, accurate data for pharmaceutical companies. Communicated with sites all over the world to resolve discrepancies. Participated in database set-up and testing, using time management to meet strict deadlines.



**University of Glasgow**, Glasgow, Scotland  
*Master's in Medieval and Renaissance Studies*  
September 2011 – November 2012  
Degree awarded with Merit; GPA equivalent to 3.78



**Cambridge Public Library**, Cambridge, MA  
*Intermittent Senior Substitute;  
Library Clerk, Borrower Services*  
December 2013 – December 2017

Worked at all branches of the CPL, processing items and assisting patrons with account issues and reference questions. Performed a variety of circulation tasks and helped streamline several processes.



**Simmons University**, Boston, MA  
*Master's in Library and Information Science*  
September 2017 – May 2020  
Concentration in Information Science and Technology  
Graduated with GPA of 3.89



**Cambridge Public Library**, Cambridge, MA  
*Library Associate, Collection Services*  
December 2017 – Present

Catalog fiction, process invoices, order items for Main and Branch libraries. Continue to make process improvements and analyze data for collection and program development.

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## *Accomplishments*

### Data

- **Catalog Cleaning:** Wrote a Python script that scans item data for cataloging errors.
- **DEI Reports:** Used SQL and Python to analyze the library's collection through the lens of Diversity, Equity, and Inclusion.
- **Geocoding:** Geocoded patron addresses to connect them with census information.
- **Language Proposal:** Reviewed community and circulation data to propose either Arabic or Korean as a new language for the collection. Library Administration decided to add both.

### Workflow

- **Online Schedule:** Helped Borrower Services transition from a paper schedule to an online version that could be changed on-the-fly.
- **Paging List:** Wrote an Excel macro that streamlines and condenses the paging list into a much more usable format. Went from two hours of work every day to two seconds.
- **Other Excel Macros:** put order cards in order; create invoice summaries for Finance Department; prepare fund report for Manager of Collection Services; inputs numbers for report on acquisitions and withdrawals that is shared with Library Administration.

### Social

- **EDGE:** Participated in EDGE assessment, which compares CPL to peer libraries to point out areas of improvement.
- **Anti-Racism Task Force:** current member of the ARTF, working on improving the diversity of our collections and programs.
- **Arduino and Podcasting Presentations:** learned how to wire up an Arduino and how to produce a podcast, and presented findings to Collection Services as part of the library's STEAM initiative.

## *What's Next?*

- Just started diving into machine learning and natural language processing.
- Refresh my knowledge of statistics as they relate to data science.
- Get better at JavaScript and learn the D3.js library.
- Continue making data visualizations and try out Plotly's "dash."
- Wrestle with R.