

Robert M. Sarwark

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Experience

Federal Reserve Bank of Atlanta

Knowledge Management Specialist II

October 2021 – Present

Atlanta, GA

- Provides reference, research, and user/access services to economists, researchers, analysts, and other Bank staff
- Curates and distributes relevant digital-news content for daily email digest
- Manages all intra- and inter-library loan (ILL) requests and related services
- Plans and presents outreach programming (library pop-ups, “lunch-and-learns,” tutorials, book talks, book clubs) to provide enrichment opportunities and identify areas of greater need within the organization
- Organizes and facilitates information literacy sessions for summer internship program
- Manages DOI (digital object identifier) registration for all working papers and other open-access research output
- Executes and manages physical and digital collection development and all related cataloging, circulation, and user-services processes and troubleshooting
- Onboards new staff on library resources and services
- Manages all resource subscriptions (news, serials, databases), including payments and procurement processes
- Oversaw transition to current office space (Spring 2022)
- Conducts due diligence and background checks on candidates for Bank advisory councils

Knowledge Management Specialist I

April 2019 – October 2021

- Provided reference, research, and user/access services to economists, researchers, analysts, and other Bank staff
- Curated and distributed relevant digital-news content for daily email digest
- Managed all intra- and inter-library loan (ILL) requests and related services
- Planned and presented outreach programming (library pop-ups, “lunch-and-learns,” tutorials, book talks, book clubs) to provide enrichment opportunities and identify areas of greater need within the organization
- Organized and facilitated information literacy sessions for summer internship program
- Managed DOI (digital object identifier) registration for all working papers and other public-access research output
- Executed physical/digital collection development and all related cataloging and circulation processes
- Onboarded new staff on library resources and services
- Chair (2021): Marketing & Outreach Subcommittee (consortium of Federal Reserve System librarians)

The Art Institute of Atlanta

Campus Librarian

March 2017 – March 2019

Atlanta, GA

- Provided reference and library technology support services in person and via e-mail/phone to over 1,200 undergraduate students and approximately 100 faculty/staff as sole librarian of arts-focused print and online collections
- Regularly provided research instruction sessions to classes and individuals (faculty and students)
- Collaborated with faculty and staff to administer assessments and surveys to students and faculty, including information literacy (based on ACRL’s Framework for Information Literacy for Higher Education)
- Collected and compiled library usage statistics
- Managed 3-4 undergraduate student workers (1.5 FTE); provided all workplace onboarding and training
- Managed, administered, and documented all circulation policies, procedures, and troubleshooting
- Processed and shelf-readied all new library materials
- Proctored and administered placement exams to incoming students (College Board ACCUPLACER platform)
- Conducted collection development for materials in culinary arts, graphic/interior design, fashion, and film/media arts
- Chair: Academic Integrity Committee, Faculty Library Committee

- Managed or conducted all other tasks related to library upkeep as required

International and Area Studies Library, University of Illinois
Graduate Assistant/Academic Hourly

August 2014 – August 2016
 Urbana, IL

- Provided reference and circulation services to students, faculty, and visiting scholars (10-15 hours/week)
- Composed (monthly) & edited (weekly) researched blog postings on international and area studies topics and related reader's advisories
- Instructed international/ESL students in library methods and resources
- Contributed content to and maintained World Sustainable Development Web Archive (Archive-It platform)
- Compiled and produced library resource guides (LibGuides) for specific courses and general reference
- Co-led monthly reference-desk staff meetings
- Conducted statistical analyses and compiled reports on library usage and trends

The Career Center, University of Illinois
U.S. Peace Corps Strategic Contract Recruiter

August 2015 – August 2016
 Champaign, IL

- Provided information and resources to local students and community members interested in becoming Peace Corps Volunteers through tabling at career fairs, information sessions, drop-in hours, class talks, and panels
- Coordinated activities and communications geared towards local Returned Peace Corps Volunteers (RPCVs)
- Served as liaison between campus and Central Regional Recruiting Office (Chicago)
- Assisted applicants with resume, cover letter, and motivation statement revisions (2-5/week)
- Composed copy and provided statements for campus- and area-wide media outlets (print, TV, blogs)
- Managed Facebook presence and produced regular original or coordinated content
- Met or exceeded all recruitment quotas including term applicant tallies (50/year) and leads generated (300/year)

Graduate Practicum (via University of Illinois; see Education below)/The Button Museum (Busy Beaver Button Company)
May – August 2015 (100 hours)
 Chicago, IL (Remote)

- Created all metadata for over 60 historical pin-back buttons using in-house database and cataloguing standards
- Composed prose descriptions of items using Drupal templates
- Identified and corrected errors in existing entries
- Collaborated remotely with on-site coordinator on all entry revisions and best practices
- Shared new work via social media (Twitter, Facebook, email) to promote the collection

John D. Rockefeller, Jr. Library, Brown University
Technical Services Assistant

February 2013 – July 2013
 Providence, RI

- Completed various tasks related to back-end library operations, including shipping/receiving, data entry/search, shelving, and manual labor while a full-time student towards AM degree at same institution (see Education)

Luxembourg Development Agency Project CVE/075
Creative Director/Consultant

October 2011 – January 2013
 Praia, Republic of Cabo Verde

- Co-wrote and co-administered two related grants equaling approximately \$57,000 USD
- Created, developed, and wrote for original, scripted series addressing children's public health issues (11 15-minute episodes)
- Supervised team of 5 subcontractors in revising and editing all green-lit content

Cabo Verde Fast Ferry
Commercial & Marketing Associate

June 2011 – March 2012
 Praia, Republic of Cabo Verde

- Managed over \$10,000 (USD) in commercial ad sales to top businesses in country
- Developed and produced marketing materials in video, print, and online formats
- Supervised and evaluated new employees and student interns

U.S. Peace Corps
Education Volunteer

July 2008 – September 2010
Praia, Republic of Cabo Verde

- Instructor of record, Department of English, Universidade de Cabo Verde (Uni-CV)
 - Courses taught: Linguistics, Sociolinguistics, Secondary Teaching Practicum
- Tutored staff in English
- Translated and interpreted between Portuguese and English
- Served as liaison, jury member, and assistant administrator for international study abroad programs and partnerships
- Wrote and administered partnership grant: “English for Specific Purposes” (library collections development project), 2010, \$3,500

Technical & Computer Skills

- Microsoft Office suite
- Adobe Creative suite
- Web content management and design: WordPress, Weebly, OpenCMS, LibApps, Constant Contact, Mailchimp, InfoDesk, Sitecore, SharePoint Online
- Social media enhancement and integration: Twitter, Facebook, LinkedIn, Instagram, Slack, Teams
- Library/archives: Voyager, Encore/Sierra, OCLC WorldShare & WorldCat, CrossRef
- Instruction: Blackboard Collaborate, Camtasia Studio, Moodle, Canvas
- Citation management: Zotero

Language Skills

- English (native speaker)
- Portuguese (full professional proficiency)
- Cape Verdean Creole (full professional proficiency)
- Spanish (working proficiency)
- French (intermediate reading & basic listening proficiency)

Selected Publications and Presentations

- In progress/forthcoming: *The Dragon in World Mythology and Culture*. Jefferson, NC: McFarland & Company, 2024. Print, eBook. <https://mcfarlandbooks.com/product/the-dragon-in-world-mythology-and-culture/>.
- “The Water Protectors: Native American Nationalism, Environmentalism, and the Flags of the Dakota Access Pipeline Protests of 2016-2017.” *Vexillum* [Quarterly of the North American Vexillological Association (NAVA)], no. 2, June 2018. Print, online: https://nava.org/digital-library/vexillum/recent-vexillums/Vexillum_002_2018.pdf. First presented as a paper at the 51st Annual Conference of the North American Vexillological Association (NAVA 51), 14 October 2017, Boston, MA.
- Lula da Silva, Luiz Inácio [Ex-President of Brazil] (Translated by Robert Sarwark and Benjamin Legg), “Latin America after Chávez.” *The New York Times*, 6 March 2013: A27. Print, online: https://www.nytimes.com/2013/03/07/opinion/latin-america-after-chavez.html?_r=1.

Awards

Houghton Library, Harvard University
Houghton Mifflin Visiting Fellowship in Publishing History

July 2018 – July 2019
Cambridge, MA

- Conducted research on intellectual freedom, censorship, and European/Catholic history using Houghton Library’s rare-book and manuscript collections and those of the greater Harvard University Library system
- See also: *Bibliography of the Damned* blog (<http://bibofthedamned.com>)

Education

Emory University

Atlanta, GA

Candidate: Master of Law (JM)

2022 – Present

*Concentration in Data, Privacy,
and Technology Law*

University of Wisconsin

Madison, WI

Bachelor of Arts (BA)

English

2001 – 2006

Creative Writing Track

University of Illinois

Champaign-Urbana, IL

Master of Science (MS)

Library and Information Science

2014 – 2016

*Certificate in Special Collections
(also see “Graduate Practicum”
above)*

Brown University

Providence, RI

Master of Arts (AM)

Portuguese and Brazilian Studies

2012 – 2013