

XXXXX XXXXX

00 Muriel Street — Rockville, MD 20852
Home: (301) 000-0000 — Cell: (301) 000-0000
xxxx@mail.nlm.nih.gov
US citizen — SSN: 000-00-0000
Highest Federal civilian grade: N/A
Veteran's preference: N/A

APPLYING FOR: **Technical Information Specialist** — GS-1412-09
National Agricultural Library
Announcement number: ARS-D7E-0108

CAREER PROFILE:

Chemist and Biomedical Indexer. Currently support the National Library of Medicine. Extensive use of databases to develop literature in new areas—plant physiology, plant biotechnology, plant molecular biology and agriculture. Develop and deliver technical training programs. Experience in the US and Russia.

- Current position: **Biomedical Indexer**, National Library of Medicine (NLM). Provide dual language indexing for English and Russian scientific literature, using MeSH vocabulary and supplemental Chemical Records.
- Provide indexing in Molecular Biology, Biotechnology, Genetics, Environmental Toxicology, Biophysics, Microbiology, Biochemistry, Plant Physiology, Agriculture and did the selection of articles in selectively indexed journals.
- Researched the transformation of tumor CDNAs at Georgetown University's Department of Radiation. Worked with cell cultures. Performed mycoplasma treatments; managed radioactive waste. Wrote laboratory reports; presented findings at meetings with peers.
- As an Environmental Chemist in Russia, conducted detailed analyses of toxic airborne substances and sewage. Delivered public lectures and wrote abstracts on these issues.
- As Environmental Engineer developed new methods for the application and dosage of herbicides to protect plant and animal life. Developed workshops on the use of herbicides.

Solid academic and professional preparation. Current computer skills. Proven ability to use IT tools to support NLM objectives.

- **BS in Biochemical Technology** from one of the leading institutions in Moscow. Over 22 years of professional experience subsequent to earning Master's degree.
- Computer skills include: DCMS, MS Word
- Index scientific literature in English/Russian using MeSH vocabulary and Supplemental Chemical Records.
- Working knowledge of Plant Taxonomy database.

BIOMEDICAL INDEXER

Assigned by employer to: National Library of Medicine

Employer: Kelly Dewitt, Inc.

5524 Charlcote Road — Bethesda, MD 20817

Dates: 1999 - present

Salary: Paid per project, equivalent to \$25 per hour

Hours: Varies between 10-30 per week

Supervisor: Xxxx Xxxx: (301) 000-0000 — may ONLY be contacted at time of INTERVIEW

Conduct offsite, computerized indexing of English/Russian biomedical literature using MeSH vocabulary and supplemental Chemical Records. NOTE: Work is done under minimal supervision, based on proven ability to work independently at a high level of quality.

RESULT • Indexed biomedical literature in:

- Molecular Biology
- Biotechnology
- Genetics
- Immunology
- Environmental Toxicology
- Pharmacology
- Biophysics
- Agriculture
- Microbiology
- Biochemistry
- Radiology
- Plant Physiology
- Plant Molecular Biology
- Phytochemical analysis

Provide computerized research support for NIH researchers and other researchers.

- RESULT • Submitted specific requests for new MeSH scientific terminology as well as new chemical records.
- Created a Locus Link entry for research and other use within the comprehensive NCBI database, including [Arabidopsis thaliana](#) genes and proteins.
 - Translated the titles of scientific articles initially published in Russian, translating these articles into English and indexed them for the use of medical and scientific researchers and other professional uses, did the selection of articles in selectively indexed journals.

BIOMEDICAL INDEXER

Assigned by employer to: National Library of Medicine

Employer: Information Ventures, Inc.

1400 Locust Street — Suite 1513

Philadelphia, PA 19102

Dates: 1995-1999

Salary: Paid per project, equivalent to \$16.50 per hour

Hours: Varies between 10-20 per week

Supervisor: Xxx Xxxx: (215) 569-000-0000

Conducted independent indexing of English and Russian biomedical literature using MeSH vocabulary and supplemental Chemical Records.

NOTE: Work was done with minimal supervision, based on proven ability to work independently at a consistently high level of quality standards.

RESULT • Indexed biomedical literature in the fields of:

- Molecular Biology
- Biotechnology
- Genetics
- Immunology
- Environmental Toxicology
- Pharmacology
- Biophysics
- Microbiology
- Biochemistry
- Plant Physiology
- Plant Biotechnology

Provided computerized research support to medical research teams and individuals

- Submitted requests for new MeSH terminology, as warranted by the evidence being reviewed in articles.
- Submitted requests for new chemical records.
- Did the selection of articles in selectively indexed journals.

RESEARCH ASSISTANT

Department of Radiation — Georgetown University

Washington, DC 20507

Dates: 1991-1994

Salary: \$29,750

Hours per week: 40

Supervisor: Mira Jung: (202) 687-8352 — may be contacted

Worked with cell cultures. Monitored transformational organic activities of tumor

CDNAs. Also monitored survival curves of radiation sensitive and resistance cells.

- RESULT**
- Performed mycoplasma treatments as part of research protocols.
 - Managed radioactive waste.
 - Researched and wrote formal laboratory reports.
 - Made oral presentations at meetings of laboratory staff members.

RESEARCH ASSISTANT

Majest, Inc. — Moscow, Russia

Dates: 1989-1991

Salary: Paid in Russian rubles

Hours per week: 40

Supervisor: varied per project

Provided ongoing, extensive research support.

- RESULT**
- Worked on the development and analysis of transgenic mice, chromosome analysis, and laboratory maintenance.

ENVIRONMENTAL CHEMIST

Compressor — Moscow, Russia

Dates: 1985-1989

Salary: Paid in Russian rubles

Hours per week: 40

Supervisor: varied per project

Monitored and—when discovered—analyzed the presence of toxic substances, focusing on substances in the air and in sewage emissions. Provided ongoing laboratory maintenance.

- RESULT**
- Selected and researched a series of topics related to environmental chemistry.
 - Wrote and delivered public lectures on water pollution and these related topics.
 - Performed detailed analyses of airborne and waterborne pollutants.
 - Wrote abstracts from scientific literature in English, translating these into Russian.

ENVIRONMENTAL ENGINEER

Russian Federation Potato Research Institute — Moscow, Russia

Dates: 1985-1989

Salary: Paid in Russian rubles

Hours per week: 40

Supervisor: varied per project

Monitored the presence of herbicide residues in plants and soil.

- RESULT
- Developed methods for application and doses of herbicides for potato.
 - Provided training workshops about herbicides use and wrote abstracts for workshops.

EDUCATION

BS in Biochemical Technology

Lomonosov Moscow Institute of Fine Chemical Technology

Moscow, Russia — 1983