

verdantpathny@gmail.com  
Middletown, NY

# Amanda Cain

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## WORK HISTORY

### **ArborVitae School of Traditional Herbalism, New Paltz, NY — *Class Coordinator***

SEPTEMBER 2022 - PRESENT

Assist in setting up and breaking down classrooms. Assist instructors when necessary. Take class attendance, make the daily herbal tea, and be the point person between students and administration.

### **LA County Library, Downey, CA — *Librarian I***

JUNE 2015 - SEPTEMBER 2020

Provide reference in person, phone, and online chat. Collection development and maintenance. Develop and administer programming for all age groups on various subjects. Supervise library staff and volunteers.

### **NBCUniversal, Inc., Burbank, CA — *Night Logger***

APRIL 2013 - AUGUST 2014

Perform internet research for news articles to be used for stories for the show. Compile news articles and write short summaries of each for staff to read. Fill in for News Producers when needed. Transcribe video interviews and other footage for use in scripts.

### **NBCUniversal, Inc., Burbank, CA — *Tape Librarian***

DECEMBER 2012 - APRIL 2013

Provide assistance for locating materials per requests through phone, email, and in person. Add new materials based on acquired footage to the library: adding new records in database, barcoding and labeling, and logging of tapes for pertinent information and descriptions.

### **Orange County Library System, Orlando, FL — *Reference Clerk***

JULY 2008 - MAY 2012

Provide in-person reference assistance including print, digital, microfilm, and microfiche resources. Assist in research assistance for local history and genealogy. Participate in committees to encourage local history project involvement from the community. Assist in creating and implementing programs for all ages. Fill in for the Talking Books Library when needed.

### **Orange County Library System, Orlando, FL — *Collections Clerk***

MARCH 2007 - JULY 2008

Retrieve materials from shelves held for patrons and prepare them to be delivered through the Books by Mail program. Repair materials. Create book and material displays. Assist with department monthly statistics.

## EDUCATION

### **ArborVitae School of Traditional Herbalism - *Professional Program***

SEPTEMBER 2022 - Present, New Paltz, NY

### **Florida State University — *Master's in Library and Information Science***

DECEMBER 2011, Tallahassee, FL

### **University of Central Florida — *Bachelor's in English Literature***

MAY 2008, Orlando, FL

### **Indian River Community College — *Associate's in English***

DECEMBER 2005, Ft. Pierce, FL