

resume of **Edward B. Sadowski**

writer, journalist, author

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2013

Agency 33, Free-lance Copywriter, Denver, CO

Write occasional press releases and op-ed pieces for award-winning public relations agency.

2001 to 2012

Arapahoe Community College Library, Reference and Instruction Librarian Littleton, CO

In addition to librarian duties of providing assistance and instruction to students, I handled publicity for the College and Library: creating, designing, editing, writing--newsletters, brochures, flyers, videos, social media, in-house communication. Wrote promotional recruitment video script for the College automotive training program. The College director of marketing and public information, Murry Unell, stated to my supervisor I was the best writer in the college.

1984 to 2000

Bemis Public Library, Adult Services Librarian Littleton, CO

Included in my librarian duties of providing reference service to the public and local businesses, was publicity for the library: creating, designing, editing, writing--media releases, newsletters, brochures, flyers.

1982 to 1983

Thomas Pennington Associates, Public Relations Assistant Denver, CO

Designed and executed market research surveys, created promotional materials.

1981

Staff photographer, Denver Catholic Register Denver, CO

Designed and executed market research surveys, created promotional materials.

1980

Eastern Colorado Plainsman & Limon (CO) Leader, News Editor

Reported and edited news for the Colorado rural eastern plains.

1979

Columbine Independent & South Jefferson Sentinel, reporter Jefferson County, CO

Wrote news and feature stories about the south Jefferson County community.

Free-lance writing

Denver Magazine, The Denver Post, National Enquirer, The Stratton Press, Westword, Zgoda.

Free-lance website design, writing and content management

Links to sample sites at UltrawestPublishing.com/portfolios

Education

B.A. English, University of Colorado

M.A. Librarianship and Information Management, University of Denver

References

> Malcolm Brantz, former director, Arapahoe Community College Library, 720-244-2006, malcolm.brantz@gmail.com

> Murry Unell, Director of Marketing and Public Information, Arapahoe Community College, 303.797.5901, murry.unell@arapahoe.edu

> James Wall, President, Agency 33 Public Relations, jwall@agency33.com

Ed Sadowski's abilities and skills

Ed's writing & design portfolios

UltrawestPublishing.com/portfolios

PERSONAL and INTERPERSONAL SKILLS

■ **Strong leadership and organizational skills:**

My prior library jobs included participation in campus-wide committees and providing consultation to other departments. I co-founded the Bemis Library-sponsored Littleton Internet Users Group, organizing presentations. I organized presentations and workshops for college staff and students.

■ **Ability to partner with professionals, consultants, stakeholders, staff and management with sensitivity to their needs and priorities:**

I have worked with college administration, communication departments, faculty in projects and assignments. In my freelance experience I have worked closely with CEOs and nonprofits in communicating vital messages to the media and public. I brought in various professionals to make presentations on various topics at the Littleton Internet Users Group.

■ **Effective interpersonal and relationship-building skills:**

I developed relationships with administration, supportive staff and faculty in order to publicize and get support for our library programs, services, collections. In helping students learn information literacy, I would enlist the faculty to be on board with sending students to our research class sessions and requiring students to meet certain standards in the area of research skills.

■ **Ability to work effectively in both independent and team situations:**

As a member of the College Learning Commons Committee, I participated in the planning of expanding the Library to be a more inclusive "learning commons," where various academic resources, such as tutoring, would be integrated into the Library space. To that end I was required to research various ways the Learning Center would be physically and otherwise be formed in the Library and add my own ideas and input.

■ **Strong time management and project management skills:**

During a narrow span of time I would be working on a committee, meeting a newsletter deadline, collaborating with my library director on an academic article, responding to an administration request for research on a topic, preparing for a subject-specific information literacy research instruction session and seemingly ad infinitum.

■ **Strong customer service skills:**

Much of my Library experience has consisted of working at the Library Reference Desk, answering questions by phone, in person and online (virtual reference service) from the public, students, and staff; assisting patrons and students on accessing information and research strategies. Being bombarded by people with various requests and having them walk away with very big "thank you's" (I've even been given gifts of goodies in show of appreciation) has been very gratifying and career-affirming. When you're told you're a magician, sometimes it's hard not to let it get to your head and swell it.

■ **Ability to work under tight deadlines and be adaptable to changing assignments:**

I would have deadlines and assignments as a committee member (I was also selected to record the minutes and distribute them), research requests from staff and public, newsletter deadlines (adding something new at the last minute due to unexpected events). Normally we asked that faculty set up research class sessions at least a week in advance, but occasionally an instructor made a last minute request, and I would gladly accommodate them, fitting them in even if it wasn't particularly convenient for me.

■ **Ability to manage multiple assignments:**

As a librarian I have worn many hats, juggling various duties, often having to multi-task. For example, in one day from the public Reference Desk I often provided research assistance to students, worked on materials (books, etc.) selection/ordering for the Library, worked on the current Library newsletter, assisted in electronic cataloging duties.

■ **Experience hiring, training, developing, supervising and appraising personnel:**

As a librarian at the Buena Vista Correctional Facility I hired, trained and supervised inmate library assistants. At Arapahoe Community College Library I was the weekend supervisor of staff.

TECHNICAL and CREATIVE SKILLS

■ **Experience with new media, using social media in a professional setting, including Twitter and Facebook:**

I set up Arapahoe Community College Library's Facebook, Twitter and FriendFeed accounts and oversaw them, posting tidbits of news and information. I set up what is probably one of the largest library Delicious website bookmark sites in existence (several thousand bookmarked and annotated sites by subject). I learned how to use and created subject research guides on the Library's LibGuides Web platform.

■ **Strong Web authoring and CMS skills using various applications and platforms:**

I have created and maintained websites using Front Page, Dreamweaver, Drupal and WordPress as part of my jobs as well as on a free-lance basis.

■ **Strong skills using graphic designer software:**

I have used Adobe Photoshop, MS Publisher, MS Paint to create logos, newsletters, brochures, websites, business cards as part of my previous jobs as well as on a free-lance basis. I have also designed covers for my self-published books.

■ **Strong analytical, research, and problem-solving skills:**

At the Arapahoe Community College Library I tabulated operational statistics and data, compiling annual reports based that interpreted and explained the collected data. I have tapped databases and specialized websites in answering hundreds of reference and research questions from the general public, students, entrepreneurs, and internal institutional staff. I have taught hundreds of research classes to the public and students on finding scholarly resources and reliable information on the Internet (information literacy skills). I have created surveys and polls regarding library service to students.

■ **Attention to technical detail:**

I have written academic articles, statistical reports, taken surveys and polls, created print and online publications, research guides, tutorials (and even created websites, with knowledge of HTML, which are linked on my personal website at UltrawestPublishing.com). I collected library statistics in my previous job at Arapahoe Community College, and then fashioned an annual report which highlighted statistical information and narratives of significant events and accomplishments of the Library. I assisted in electronic cataloging duties of Library materials, requiring careful input of data.

■ **Fluency in Microsoft Office Suite (Access, Excel, Word, Outlook and Publisher) skills and ability to quickly learn and apply other software:**

Wrote reports and articles using Word; created newsletters and brochures using Publisher; utilized Access and Excel files as part of various duties dealing with statistics, ordering, providing research data, etc.; Outlook has been the backbone of my regular email communications, publicizing events and programs, and loved Outlook's tasks feature to help keep track of tasks and wannabe tasks (ideas to pursue). Often at the Library Reference Desk I would be asked to assist a student with their Word or Publisher document, or their Excel project. Learned to use Jing and Camtasia for creating video tutorials.

PUBLICATIONS

Books

Information Management Solutions for Business. (soon to be published)

[*The Researcher's Law Dictionary.*](#) (Kindle edition)

[*The Savvy Surfer Guide to the Best Websites.*](#) Englewood, Colo: Ultrawest Publishing, 2001. (Out of print.)

[*Way of the Robot: Getting Started with Automated Forex Trading.*](#) (Kindle edition)

Refereed Papers

(Co-author) [*"Math Branding in a Community College Library."*](#) *Community & Junior College Libraries.* 16.3 (2010): 153-156.

Non-refereed Papers

(Co-author) [*"Information Literacy and Knowledge as Factors in Entrepreneurial Failure and Success."*](#) (2009)

E-publications

[*The ACC Library Newsletter.*](#) 2007-2012.

[*Plagiarism Detection and Prevention Using Turnitin, Google, and Other Tools.*](#) 2012.

[*Researching Colorado Issues.*](#) 2012.

[*Weeding Guidelines by Subject.*](#) 2010.

[*Using Social Media for College Marketing.*](#) 2010.

Websites (founder, publisher, designer)

[Bank Failures Watch](#)

[Colorado Issues Digest](#)

[Colorado Issues Web](#)

[COjourn: Colorado Issues Journal](#)

[Colorado Libraries NOW!](#)

[Colorado Small Business Info Network](#)

[Knowledge Research Central](#)

Blogs

[Colorado Library Insider](#)

[The Savvy Scholar](#)

[The Savvy Trader](#)

Selected newsletter articles and blog postings

[*Focus on small business*](#)