

# MOLLY DUGGAN

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## EDUCATION

**Master of Library and Information Science (2010)** – Graduate School of Library and Information Science, Simmons College, Boston, MA

**Bachelor of Arts Degree in History, Program of Study in East Asian Studies (2007)** – University of Massachusetts, Boston, MA

## TECHNICAL KNOWLEDGE

- PHP
- Python
- XML/XSLT
- HTML
- CSS
- JavaScript/JQuery/AJAX
- Mac OS
- Linux (Ubuntu distribution)
- MySQL
- Apache
- Drupal
- Wordpress

## EXPERIENCE

**Simmons College Graduate School of Library & Information Science, Boston, Massachusetts**

*Content & Interface Assistant for the Digital Curriculum Lab*, 2010 – present

- Design and develop project website using Drupal
- Conduct tutorials on archiving, cataloging, and records management software
- Develop a PHP/MySQL/AJAX web application for students in the archives concentration
- Complete software updates, write cron jobs, and conduct other server maintenance tasks

**Simmons College Graduate School of Library & Information Science, Boston, Massachusetts**

*Continuing Education Assistant*, 2009 – present

- Updated and maintained FileMaker Pro database, including scripting as necessary
- Corresponded with Continuing Ed students to confirm registrations and resolve problems

**Simmons College Graduate School of Library & Information Science, Boston, Massachusetts**

*Assistant to the Director of GSLIS Curriculum and Communications*, 2008 – Present

- Updated the Simmons GSLIS website to provide current and accurate content
- Created a new website for the InfoLink newsletter

**Commonwealth of Massachusetts Office of Leasing - Professional Staffing Group, Boston, Massachusetts**

*Administrative Support Staff*, September 2007 – February 2008

- Created maps for use in real estate planning
- Staffed the reception desk
- Updated Microsoft Access database
- Performed general administrative support tasks as necessary

# MOLLY DUGGAN

Page 2

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## **WEB DESIGN**

To view my portfolio, please visit [www.exitquote.com](http://www.exitquote.com).

**InfoLink Online, Simmons GSLIS**, Boston, Massachusetts

**Proper Bostonian Quilters**, Boston, Massachusetts

**Roslindale Green & Clean**, Boston, Massachusetts

- Designed and built the organization's website: <http://www.roslindalegreenandclean.org>
- *Implemented a JavaScript image gallery:* <http://www.roslindalegreenandclean.org/palette.htm>
- *Created a clickable map using JavaScript:* <http://www.roslindalegreenandclean.org/projects.htm>

**Digital Curriculum Lab/Cultural Heritage Informatics**, Simmons GSLIS, Boston, Massachusetts