

# MOLLY DUGGAN

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## EDUCATION

**Master of Science in 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
- JavaScript & jQuery
- XML/XSLT
- XHTML
- CSS
- MySQL
- Apache
- Drupal
- Wordpress

## EMPLOYMENT HISTORY

**John G. Wollbach Library, Harvard-Smithsonian Center for Astrophysics, Cambridge, Massachusetts**  
*Library Technician*, 2011 - present

- Modify existing telescope bibliography & full-text search software (PHP/MySQL) for use in the library
- Create scripts to collect & process bibliometrics data
- Interface with the NASA ADS (Astrophysics Data System) via an API to harvest publications relating to the Center for Astrophysics

**Simmons College Graduate School of Library & Information Science, Boston, Massachusetts**  
*Content & Interface Assistant for the Digital Curriculum Lab*, 2010 – present

- Design, implement and maintain project website using Drupal
- Conduct tutorials on archiving, cataloging, and records management software including CollectiveAccess, Alfresco, and Omeka
- Develop a PHP/MySQL/AJAX web application for students in the archives concentration

**Simmons College Graduate School of Library & Information Science, Boston, Massachusetts**  
*Continuing Education Assistant*, 2009 – 2010

- 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 – 2010

- Updated the Simmons GSLIS website using RedDot content management system
- 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

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## **WEB DEVELOPMENT**

To view my portfolio with links to my web development projects, 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

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

**Archivopteryx**, Simmons GSLIS, Boston, Massachusetts