

C. George Niebank, III
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Summary of Qualifications:

- Experienced in library procedures and techniques.
- Strong knowledge of both Dewey and LC cataloging systems.
- Broad personal familiarity with books in a wide range of subject areas.
- Customer and detail oriented.

Skills Profile:

Library and Public Information:

- Assisted public with research through use of a wide array of public records and information retrieval from wide variety of sources.
- Used OCLC database in conversion of Roosevelt University library's collection from Dewey to LC; utilized discretionary skills to match library holdings to OCLC records.
- Assisted cataloging department supervisor in selection of materials to be reclassified; verified and filed card catalog records daily.
- Promoted the Enid Public Library through writing and distribution of press releases about Library activities; designed posters, programs and brochures to publicize Library activities and presentations.

Editing and Design:

- Chief paginator of *The Edmond Sun* Sunday edition. Daily pagination of broadsheet newspaper pages, using local and wire service stories, and photographs from staff photographers and wire services.
- Daily use of a desktop computer and QuarkXPress, NewsEdit IQue, Adobe Illustrator and Adobe Photoshop applications.
- Initiated story ideas; developed new and continuing features; assigned stories to be covered; checked facts; wrote headlines; edited stories to fit page layout.
- Responsible for layout and design of wide range of documents, either working from customer instructions, or using personal discretion.

News Reporting:

- Writing on a wide range of topics for the *Oklahoma Gazette*, including music, urban transit and eco-friendly funeral practices.
- Principal writer of feature columns in *Enid News and Eagle* and Pulitzer-Lerner newspapers.
- Covered business, city and county governments, courts, law enforcement, school board, community groups and wrote an extensive range of feature stories.
- Photographs to accompany wide variety of stories. Experienced in film processing and darkroom techniques, as well as digital photography.

Work Experience:

Library:

- Page, Oklahoma City Metropolitan Library System – 2004-present
- Library Research Specialist, Oklahoma Historical Society - 2002
- Library Specialist, *Enid Public Library* - 1991-1992
- Cataloging Reclasse Specialist, *Roosevelt University (Chicago, IL)* - 1982-1987

Public Relations / Public Information:

- Public Information Officer, *Enid Public Library* - 1998-2001

Journalism:

- Contributing Writer, *The Oklahoma Gazette* – 2004-present
- Pagineator/Staff Writer, *The Edmond Sun* - 2003-2004
- Enid correspondent, *Tulsa World* - 1993-1994
- Staff Writer, *Edwardsville Intelligencer* - 1992-1993
- Staff Writer, Pioneer Press *Oak Leaves* - 1990
- Staff Writer, *Enid News and Eagle* - 1989-1990
- Staff Writer, *Clewiston News* - 1987-1989
- Editorial Assistant, *Chicago Tribune* - 1986-1987
- Writer, Pulitzer-Lerner Newspapers - 1985-1987

Design & Typesetting:

- Typesetter/Designer, *The Dougherty Press, Inc.*, Enid, OK - 1993-1998

Technical Skills:

Experienced with the following publishing applications on PC and Macintosh platforms:

- QuarkXpress
- NewsEdit IQue
- Adobe Photoshop
- Adobe Illustrator
- MS Word
- BBEdit

Beta tester for improvement of three different Web development applications.

Education: Roosevelt University, Chicago, IL; BA – Journalism

Honors/Awards: 2010 Oklahoma Society of Professional Journalists PRO Chapter -
1st Place and Honorable Mention for feature writing.

References: Available on request.