# KIRK E. NIMS

821 Park Ave.

Royal Oak, MI 48067-2227

(248) 430-4964

 **EMPLOYMENT**

 10/16/2002 to 8/22/2018 **Position: Librarian IV**

Serve as the Librarian who is singularly responsible for providing the entire scope of the library services for this location with duties encompassing the entire breadth of professional library operation and management on a day in day out basis.

 **ASRC Management Services - Library Contractor to**

 **U.S., Environmental Protection Agency**

 National Vehicle and Fuel Emissions Laboratory Library

 2400 Traverwood Dr.

 Ann Arbor, MI 48105

 6/96 to 11/16/2001 **Position: Information Specialist / Librarian**

 (Center Closed by new management post corporate merger)

 SKILLS and ACCOMPLISHMENTS

Lotus Notes™ based integrated library system/knowledgebase NOTEbookS™ installed and implemented.

Lotus Notes™ based enterprise record management system NORMA™ - provided design assistance to vendor, installed and implemented.

 **Michigan Consolidated Gas Company / DTE Energy**

 Competitive Information Center

 Information & Technology Management - Information Management & Retrieval

 500 Griswold St.

 Detroit, MI 48226

 11/85 to 6/96 **Position: Information Specialist / Librarian**

 SKILLS and ACCOMPLISHMENTS

United States Cooperative Automotive Research, Cooperative Technical Information Systems

 GM Representative to joint meetings between Ford, Chrysler, and GM.

 GM Technical Memory, Systems Development Project:

 Selection Advisory Team, Project Team, Phase 0 Team, Phase 1 Team

 GM Corporate Integrated Library System, Systems Development Project:

 GM Project Manager

 Head Librarian, GM Engineering Library

GM Office Automation Council, Electronic File Management Committee Member

 **General Motors Corporation**

 Libraries & Information Centers

 Research & Development Center

 Building 1-6

 30500 Mound Road

 Warren, MI 48090-9059

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 **EMPLOYMENT - CONTINUED**

 3/83 to 11/85 **Position: Acquisitions/Systems Consultant**

 Assigned to: **Warner-Lambert/Parke Davis** Associated Information Consultants

 Research Library P.O. Box 8030

 2800 Plymouth Rd. Liberty Station

 Ann Arbor, MI 48105 Ann Arbor, MI 48107

 Ray Durrance (734) 996-5553

 9/71 to 3/83

 **The University of Michigan**

 University Library / Undergraduate Library / Medical Library L.R.C.

 Ann Arbor, MI 48109

 **Positions:**

 Audiovisual Consultant, LRC

 Reserve Office Supervisor, UGL

 Circulation Supervisor, UGL

 Reserve Circulation Supervisor, UGL

 Senior Library Assistant – Circulation, UGL

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 **EDUCATION / CREDENTIALS**

## Librarian's Permanent Professional Certificate

Library of Michigan, Office of Certification

Issued : 10/22/2002

##  M.A. - Library Science B.A., Major: Clinical Psychology

 Library Administration and Management, August, 1967 - December, 1971

 Systems/Data Base Orientation. Residential College of the

 July, 1976- August, 1980 College of Literature, Science and

 The University of Michigan the Arts.

 School of Information & Library Studies The University of Michigan

 Ann Arbor, MI 48109 Ann Arbor, MI 48109

 **PERSONNEL TRAINING**

 **The University of Michigan Personnel Department:**

 Basic Supervisory Training Program

 Labor Relations for the Supervisor

 **University Library:**

 Planning for Change Seminar

 Transactional Analysis & Supervision

 **General Motors Corp. Education & Training:**

 Quality Education Seminar

 Time Management Seminar

 Interpersonal Communications Seminar

 Team Building Seminar

 **Corporate Information Management:**

 Systems Development Process Training

 Math Based Data Training Seminar

 **PROFESSIONAL ORGANIZATIONS / COMMITTEES AND MEMBERSHIPS**

 Graefield Village Condominium Association: Treasurer, Board of Directors

 The Woods Condominiums: Treasurer, Board of Directors

 OCLC National Acquisitions Advisory Committee: Representing the Michigan Library

 Consortium for the State of Michigan

 Special Libraries Association

 Michigan Data Base Users Group

 **COMPUTER HARDWARE I SOFTWARE USED**

 IBM PC & MacIntosh Microcomputers; OCLC M300; HP 1000; Singer System 10; GEAC 2000;

 Lotus Notes; Microsoft Windows/NT; Microsoft Office Suite; WordPerfect; Various ILS Systems;

 Dbase; AskSam; Lotus 1-2-3; OCR software(s); Xtalk; DialogLink; OCLC CatMe;

 OCLC; OCLC Acquisitions, I.L.L., and Name Address Directory Subsystems; Faxon LINX;

 DATALIB ILS; INMAGIC; SPIRES; TSO; SPF; STAIRS; M.T.S.; PL-C; Dialog II; Medline;

 Internet; WWW; FTP; Telnet, HTML coding, website design; Various Browsers; PC/TCP

 **PERSONAL ACTIVITIES**

 Reference Intern: Engineering/Transportation Library, University of Michigan: 9/78 - 4/79

 Coach/Alumni Advisor: University of Michigan Sailing Team: 9/80 - 9/82