BEATRIZ SOMAVILLA OSABA

LIBRARIAN

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Provisiones 26, 6 C Izqda 28012. Madrid

Driven and energetic professional with eight years of experience as a librarian in university and administration libraries and knowledge centers. Hands on experience in cataloging, information retrieval, library management . Able to communicate in english and spanish.

WORK EXPERIENCE

04.2013 - 07. 2013.   BANCO SANTANDER
Contetn manager

Project of web content management of Santander Group´ sites using CMS Fatwire. Check quality of the content of the communication channels of the bank. Creating and editing of all types of content: text, images and videos.

02. 2010 - 11. 2011.   PSYCHOLOGY´S UAM LIBRARY
Librarian

Web page maintenance, development of bibliographic reports of professors´publications, encourage reading activities, editing press newsletter, records cataloging in UNICORN, users support, exhibitions management. Searching, filtering, organization, writing and publishing content related to psychology, economics and business.

11.2009-01.2010. GENERAL HEADQUARTERS AIR FORCE LIBRARY
Librarian

Cataloging and code library books in Absysnet, check books and other materials in and out, maintain records of all checks in and checks out, assist customers in using library material and resources, provide answer to basic reference questions, repair damaged library resources, shop for new books and resources when required.

03. 2010 - 12. 2010.   DOCUTERIA
Content manager

Vigilancia tecnológica y gestión de contenidos web (búsqueda, filtrado, selección, organización y redacción) para la propia empresa y proyectos de implementación de contenidos para intranet de clientes como CEPSA. Uso de herramientas de mash-ups (Netvibes) para el filtrado de contenidos. Elaboración de resúmenes.

05. 2007 - 11.2009.   ISDEFE-UAM
Records management

Proyecto para la gestión del conocimiento corporativo. Desarrollo del portal ARGOS como intranet corporativa de la consultora ISDEFE. Elaboración de nesletter, colaboración en la revista de la empresa, búsquedas de información sectorial.

02. 2006- 06. 2006.   INDRA
Content management

Gestión de contenidos web con el gestor Fatwire para el portal de Madrid.org. Búsqueda, filtrado, redacción y edición de contenidos. Elaboración de informes para el control de la calidad de los contenidos (usabilidad, actualidad, arquitectura de contenidos) de los portales de la Comunidad de Madrid.

EDUCATION

09.2003 – 06.2005. **Bachelor Degree in Library and Information Science**. Universidad Carlos III de Madrid-Carlos III of Madrid University

09.1998 – 06.2002. **Bachelor Degree in Journalism.** Universidad del País Vasco-Basque Country University.

03.2011. **Library assitant course**. IMED (Documental Studies Madrid Institute)

SKILLS & EXPERTISE

- Gestión de contenidos
- Gestión documental
- Comunicación
- Bibliotecas
- SEO
- Diseño gráfico

COMPUTER SKILLS

Microsoft Office
Graphic Design: Photoshop, Indesign, Illustrator, Premiere, Dreamwaver, XML, HTML, CSS.
Databases & LMS: Aranzadi, BKM, SABI, Informa, Medline, Psycinfo, Emerald, WOK. UNICORN, Absysnet.
CMS: Fatwire, Documentum, Wordpress.
Community manager: hootsuite, google analytics, netbives, etc.

LANGUAGES

Spanish ⭐⭐⭐⭐⭐
Native speaker

English ⭐⭐⭐⭐
High level (C1). Hold FCE Certificate of Cambridge (2003).

French ⭐⭐⭐
Medium level.

German ⭐
Nivel básico. Curso de CEIM de 60 horas. Madrid-Julio 2012.

ANOTHER INFORMATION

- Driving license B1.
- I am very interested in cultural topics (literature, cinema, theater, music), web 2.0 and I enjoy swimming and yoga.
- I am a blogger and I keep update a webpage and podcast.