

Rebecca E. L. Kuipers

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EDUCATION

Masters of Science in Information Studies **The University of Texas at Austin** May 2012
Houston Endowment Graduate Fellow for 2011-2012

Bachelors of Arts in Linguistics **Swarthmore College, Pennsylvania** May 2003
Concentration in Computer Science

JOB EXPERIENCE

Alexander Street Press July 2013 - present
Assistant Editor

- Bibliographic research and creation
- Market research and analysis
- Contract processing
- Process flow analysis
- Video review and quality control

Freelance Oct. 2012 – June 2013
Editor

- Review documents for spelling, grammar, readability, and consistency

The IC² Institute Feb. 2012 – Dec. 2012
Researcher

- Evaluate and modify methods of judging the economic impact of public libraries
- Develop equations based on information available from the Texas State Library and Archives Commission's annual report, the Bowker Annual, an IC² Institute survey, and individual phone calls to library directors
- Prepare reports for final publication and distribution

Texas RioGrande Legal Aid Sept. 2006 – Mar. 2012
Operations Coordinator for Texas C-BAR (TRLA Department Serving Non-Profits)

- Coordinated the application and referral process for ~350 applications annually
- Implemented a major initiative to improve access to the legal system for foster youth, from researching and drafting the original grant for seed money through training new employees.
- Coordinated publications: from a manuscript through the editorial process, graphic design and layout, printing, and distribution of the final product, tailoring each publication for disparate budgets, time-lines and intended audiences
- Facilitated communication between nonprofit/low-income clients and attorneys
- Managed company website and fully reorganized online library
- Generated training documents and provided staff training
- Managed office checking accounts, maintaining accountability and records

Harcourt Publishing Sept. 2005 – June 2006
Project Editor

- Edited elementary textbooks, evaluating literature, illustrations, and photographs, following the process from conception to publication