

# Michael R. Janakis

Pittsburgh, PA

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<http://PittsburghLibrarian.com>

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## PROFESSIONAL EXPERIENCE

### **Owner, Founder, and Information Consultant, Pittsburgh Proofreading & Information Consulting Company**

*January 2018-present*

- Filed all Federal, state, and local registration paperwork
- Filed all Federal, state, and local taxes and tax withholdings
- Designed website <http://PittsburghProofreading.com>
- Managed all banking
- Created comprehensive strategic plan
- Designed and implemented advertising initiative

### **Owner, Founder, and Genealogist, Steel City Heritage Services, LLC**

*January 2018-present*

- Same as for Pittsburgh Proofreading & Information Consulting Services (see above)
- Designed website <http://SteelCityHeritage.com>

### **Part-time Research & Instruction Librarian, Duquesne University**

*August 2015-July 2017*

- Staffed reference desk average 21 hours/week.
- Completed over 1300 information transactions.
- Designated EndNote instructor (“EndNote Guru”). Backup Zotero instructor.
- Facilitated transition to EndNote x8, including revising all materials and overhauling EndNote instruction curriculum.
- Taught over 24 hours of library instruction sessions, including regular series on using EndNote.
- Assisted at Circulation Desk as needed. Cross-trained with Circulation staff.
- Researched and designed multiple LibGuides, including “US Census”, “Displaced Persons”, “Genocide”, “PTSD”, and major revisions to “EndNote” and “Citation Management”.
- Proposed and wrote column “Gumberg Gems” about interesting print materials for library newsletter and blog.
- Helped recruit PT Bulgarian translator for University Archives using community contacts.

## **Electronic Thesis and Dissertation (ETD) Coordinator, Duquesne University**

*March 2015-August 2015*

- Created publications to promote ETDs and explain submission requirements.
- Assisted in the preparation of the library's annual report documents.
- Formatted text and proofread citations for over 50 Doctoral dissertations and Masters' theses.
- Completely revised ETD LibGuide to help students understand ETD submission process.
- Uploaded ETDs and related metadata to the Library's digital repository using CONTENTdm.
- Conducted individual and group instruction sessions for graduate students and faculty on editing, formatting, and submission.
- Ensured long-term security of ETDs by monitoring access to electronic and physical files. Monitored appropriate release of ETDs and facilitated extensions as needed.
- Staffed reference desk approximately 10 hours/week.

## **Library Outreach & Community Advocacy Leaders (LOCAL) Volunteer Team Member, Carnegie Library of Pittsburgh (CLP)**

*August 2014-July 2015*

- Runner-up, Carnegie Library of Pittsburgh Advocate of the Year Award 2015- "Most Likely to Know about Advocacy Options".
- Advocated for CLP at Regional Asset District (RAD) public budget hearing.
- Facilitated partnership between CLP-Hill District and FOCUS Pittsburgh.

## **Contract Archivist, Ukrainian Cultural and Humanitarian Institute (UCHI)**

*May 2013-August 2014 as needed; ongoing as needed*

- Planned and lead archival open house at Ukrainian Independence Day celebration in August 2014.
- Cultivated relationships and network with Heinz History Center, Carnegie Library of Pittsburgh, University of Pittsburgh, and the Pittsburgh Ukrainian community.
- Prepared Administrative Policies, Procedures, and Official Documentation.
- Performed records assessment of UCHI holdings.

## **MLIS Field Experience, Carnegie Library of Pittsburgh-Hill District**

*January 2013-April 2013*

## **Archives Intern, Banneker-Douglass Museum (BDM), Annapolis, Maryland**

*May 2012-August 2012*

### **KEY ACHIEVEMENTS**

- Runner-up, Carnegie Library of Pittsburgh Advocate of the Year Award 2015- "Most Likely to Know about Advocacy Options".
- Eagle Scout in the Boy Scouts of America.

### **PROFESSIONAL/VOLUNTEER ACTIVITIES**

- Room Coordinator volunteer at 2016 LOEX Conference in Pittsburgh, PA.

- WPWVC/ACRL mentee (2014-2015).
- Volunteer Parish Librarian at St. George Antiochian Orthodox Cathedral in Oakland, Pittsburgh, PA (2012-present)

### **PROFESSIONAL MEMBERSHIPS**

- Western Pennsylvania Genealogical Society (WPGS)
- Italian Genealogical Group (IGG)
- The Italian Genealogical Society of America (IGSA)
- Arba Sicula
- Czechoslovak Genealogical Society International (CGSI)
- Polish Genealogical Society of America (PGSA)
- Mid-Atlantic Germanic Society (MAGS)

### **EDUCATION**

#### **Master of Theology (M.Th) in Applied Orthodox Theology**

*Antiochian House of Studies, Ligonier, PA, and Balamand University, Lebanon  
Anticipated August 2020*

#### **Master of Library and Information Science (MLIS)**

*University of Pittsburgh, Pittsburgh, Pennsylvania  
December 2013*

#### **Bachelor of Arts, Liberal Arts** (Equivalent to double major in Philosophy and History of Mathematics & Science, with minors in Classics and Comparative Literature.)

*St. John's College, Annapolis, Maryland*