

Ugoma Smoke

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Job Objectives

Experienced Front End Developer with a strong background in web development and a passion for creating visually appealing and user-friendly interfaces. Seeking a challenging role where I can utilize my skills in HTML, CSS, JavaScript, and responsive design to contribute to the success of a dynamic and innovative team.

Objective: Highly analytical and detail-oriented Data Analyst with a strong background in analysis, data interpretation, and problem-solving. Seeking a challenging position where I can utilize my skills to provide valuable insights and drive data-driven decision making within an organization. Eager to contribute to a dynamic team and make a meaningful impact through my expertise in data manipulation, visualization, and trend forecasting.

Certification

Google Data Analytics Specialization

Reskill Arkansas

Feb 2024 - In Progress

Google Data Analytics Specialization taken thorough Coursera to learn about Data Analytics.

- Gain an understanding of the practices and processes employed by a junior or associate data analyst in their day-to-day job.
- Learn about key analytical skills (data cleaning, data analysis, data visualization) and tools (spreadsheets, SQL, R programming, Tableau).
- Discover a wide variety of terms and concepts relevant to the role of a junior data analyst, such as the data life cycle and the data analysis process.
- Evaluate the role of analytics in the data ecosystem.

Education

Masters of library and information science

Awarded: May 13, 2017

Kent State University - Kent, OH

- Specialization in museum studies
- Specialization in digital preservation
- Specialization in archives and special collections

Bachelor's degree in art history

Awarded: May 2013

University of Akron - Akron, OH

- Transferred from Ohio University (Athens) in 2011

Bachelor's degree in art history

Awarded: N/A

Ohio University - Athens, OH

- Minor in Cultural Anthropology
- Transferred to University of Akron in 2011

Associates degree

Awarded: May 9 2008

Lakeland Community College - Kirtland, OH

- Stayed an extra year after graduation to be accepted into Ohio University.
- Graduated with a degree in liberal arts.

Experience

Squared Away | Chief Executive Assistant

02/05/2024 to Present

REMOTE | PART-TIME

- Work one-on-one with clients.
- Provide assistance in completing and organizing projects and tasks by utilizing versatility.
- Adapt quickly to new software and systems for varied client needs.
- Establish professional relationships with clients through video calls.
- Compile data in Excel spreadsheets and provide administrative support in scheduling, travel planning, financial optimization, and marketing tasks.

Stride, Inc K-12 | Metadata Specialist

05/02/2022 to 11/30/2023

REMOTE | FULL-TIME

- Evaluated and created descriptive metadata for activities and lessons.
- Defined and maintained metadata taxonomy.
- Completed daily data clean up for courses.
- Used guidelines to create metadata tags for lessons and activities.
- Assessed modular lessons and activities for nonfunctioning objects.
- Analyzed content to identify gaps in the curriculum repository.

Northwest Arkansas Community College | Access Services Librarian

08/26/20219 to 04/29/2022

ONSITE | REMOTE | FULL-TIME

- Planned, organized, supervised, and maintained service for all circulation and interlibrary loans.
- Provided various reference services to patrons, including general reference assistance delivered primarily via chat and in-person, plus in-depth reference in assigned subject areas.
- Supervised, mentored, directed, and evaluated the work of four full and part-time support staff and all staff working at the circulation desk.
- Utilized SQL to generate comprehensive reports and used the acquired data to fulfill my duties at the library.
- Taught Academic Literacy Workshops and Library Instruction classes for different course subjects.
- Created and communicated policies about circulation services, operations, and activities; developed and implemented operational procedures.
- Created subject-focused research for students to assist them with projects and assignments.

University of Arkansas: Mullins Library | User Services Technician

05/04/2018 to 08/22/2019

ONSITE | FULL-TIME

- Provided patron service at the academic public library service desks.
- Managed Circulation staff work schedules and handled Billings and Notices.
- Conducted reference interviews and bibliographic searches for research assistance.
- Maintained correspondence with stakeholders and established weekly work schedules.
- Processed library privileges applications and updated user records in Sierra software.

Thomas J. Harrison Pryor Public Library | Local History Research Assistant

08/08/2016 to 05/04/2018

ONSITE | PART-TIME

- Former functional supervisor of the library's local history department responsible for planning, organizing, and supervising services.
- Maintained written progress reports and statistics on local history and archival matters.
- Corresponded with patrons regarding genealogy and research inquiries via phone, email, and in-person interactions.
- Conducted and evaluated research sources to assist patrons in local history projects and utilized archival databases.
- Supervised volunteers and part-time staff, organized storage of local history materials, and accessioned new materials for the library's collection.

Cherokee Heritage Center | Archives Intern

06/01/2016 to 08/05/2016

ONSITE

INTERNSHIP

- Identified and assessed roughly 500 in-house documents.
- Provided written and digital descriptions for each paper-based item in the collection.
- Practiced DAC process of arrangement and description for archival materials.
- Entered metadata information for items in the collection.
- Uploaded images onto PastPerfect.
- Digitized paper-based documents through high-resolution scanning of photos, letters, newspapers, magazines, lithographs, and more.
- Created finding aids for each donor attached to the substantial collection.
- Documented missing files and entered correct info when recovered.

Thomas J. Harrison Pryor Public Library | Library Assistant

08/10/2015 to 08/05/2016

ONSITE

PART-TIME

- Provided public desk service at the circulation desk and assisted patrons in adult and children's areas.
- Checked in and out library materials, shelved items, and assisted with archival collection assessments.
- Assisted genealogical researcher with local history research and created invoices detailing genealogy research for patrons.
- Helped patrons with printer, microfilm reader, and computer issues, ensuring smooth library operations.
- Guided customers in finding books and conducting research, enhancing their library experience.

Skills and Abilities

Front-End Web Developer

02/08/2024 to 08/08/2024



The University of Arkansas, Fayetteville

Durable Skills

Digitization

Research

Progress Reporting

Specialized Skills

Integrated Library Systems

Invoicing

Project Management

Genealogical Research

SQL (Programming Language)

Finding Aids

Archives

Art History

Metadata

Image Resolution

Web Development

Research Sources

Content Editing

Statistics

Cascading Style Sheets (CSS)

HyperText Markup Language (HTML)

Responsive Web Design



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