

## **Karen Gale Cooper**

[radiokgc@gmail.com](mailto:radiokgc@gmail.com)  
9604 Lagrima de Oro NE  
Albuquerque, NM 87111  
917-586-0442

### **EDUCATION**

Master of Science, Library and Information Studies (MLIS), San Jose State University, San Jose, California. *Expected date of graduation: June 2009.*

Master of Arts, Teaching English to Speakers of Other Languages (MATESOL), Monterey Institute of International Studies, Monterey, California. *Graduated May 1998.*

Bachelor of Science, Business Administration, University of Phoenix, San Ramon, California. *Graduated February 1989.*

Certificate in Digital Photography and Photoshop, New York Institute of Photography. *Completed May 2008.*

### **EDUCATIONAL HIGHLIGHTS**

*Fall 2007*

- Participated in an entirely online collaboration to create and populate a data structure using generic software.
- Created an original hierarchical classification scheme with notation system.
- Designed and created a database and user guide complete with pre-coordinate and post-coordinate index fields.

*Spring 2008*

- Developed cross-browser compatible web pages using XHTML and CSS to structure and present content.
- Subject analysis and classification using LCSH, Dewey, LCC, AACR2 and MARC.

### **INFORMATION TECHNOLOGY EXPERIENCE**

*1998 - present*

#### **Website design and development.**

- Develop and maintain various personal websites. See [www.happytravails.com](http://www.happytravails.com).

*February 1987 – October 1991*

**Systems Analyst.** Levi Strauss & Company, San Francisco, California.

- Wrote specifications, standards, documentation, system and user testing requirements.
- Designed and implemented training programs for users throughout the US.

## TEACHING EXPERIENCE

1993 – 2004

**Language Lecturer.** Language Center, Sultan Qaboos University, Muscat, Sultanate of Oman.

**Teaching Assistant.** Macintosh Lab, Monterey Institute of International Studies, Monterey, California.

**ESL Instructor.** In Monterey, California, Taipei, Taiwan and Toyohashi, Japan.

1984 - 1996

**Administrative Assistant.** Limited-length office assignments (government and business contexts alike), including: City Planning Office, Albuquerque, NM; Mayor's Office, Seaside, California; US Government Building Management, Seattle.

- Brought calm to a variety of office situations, assisting managers and others with short- and mid-term planning, facilitating communications within the office and the public.
- General secretarial: phones, word-processing, spreadsheets.

October 1997 – June 1998

- Designed and taught intensive business English programs.
- Particular focus typically on interviewing, presentations, giving feedback to subordinates, improving pronunciation and listening skills.
- Assisted clients in becoming more effective and native-like in their writing and speaking, and to better understand American business culture.
- Conducted personalized needs analyses and made program recommendations.

September 1994 – February 1995

- Designed and taught lesson adult learners using communicative activities, authentic course materials and tests for academic, business and conversational English purposes.
- Taught children and adults at all proficiency levels.

May 1993 – May 1994

- Designed and implemented English lessons using communicative activities and authentic materials in conversational, academic and TOEFL preparation contexts.
- Taught students aged 13-73 at all proficiency levels.

## PROFESSIONAL MEMBERSHIPS

Current member of the American Library Association, and the California and New York affiliates.

## SELECTED PUBLICATIONS

"Challenges to the Online Classroom: Censorship, Wifi and the Trials of a Wired Victim," *SJSU SLIS Descriptor*, September 2007. Article available at:  
[http://slisgroups.sjsu.edu/alasc/newsletters/SLIS\\_Descriptor\\_September\\_2007.pdf](http://slisgroups.sjsu.edu/alasc/newsletters/SLIS_Descriptor_September_2007.pdf)

"A Natural Utopia," *Oman Today*, January 2003. Overland travel in Laos.

"Learning Across Cultures," *The International Educator*, April 2002. Describes a cross-cultural teaching experience for students at Sultan Qaboos University in Muscat, Oman.