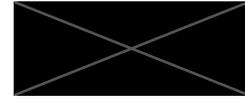


Jaimie Huber



Jhuber317@gmail.com

EXPERIENCE

College of DuPage Library, Glen Ellyn, IL - *Electronic Resources Coordinator*

August 2025 - Present

- Manages contract life cycle for 150 database subscriptions
- Building custom systems for collection, analysis, and presentation of electronic resource usage statistics
- Establishes vendor contact to build and maintain relationships
- Performs troubleshooting and technical support for databases
- Assists with training and marketing promotion of databases
- Serves on multiple committees including Collection Development, Training, and Systems

College of DuPage Library, Glen Ellyn, IL - *Library Assistant I*

April 2024 - August 2025

- Experience with ExLibris Alma and Primo
- Provided customer service throughout the library
- Performed Interlibrary Loan processing and stacks maintenance
- Developed and designed interactive book displays

Alan Horticulture, Warrenville, IL - *Accounting and Information Systems Manager*

April 2020 - May 2023

- Oversaw all billing, payables, receivables, and financial reporting for company with \$13 million in revenue
- Wrote training documentation and performed training sessions for our software programs throughout the company
- Designed a database for contract management and CRM in Access
- Designed and deployed custom software using SQL Server and .NET framework that improved seasonal profitability from 38% to 62%; independently initiated and managed entire project
- Led the detailed analysis, selection, and negotiation process for a new comprehensive CRM software to provide data-driven decision-making
- Joined leadership team in restructuring the organization chart and redesigning office processes via a custom strategic planning program

Thornapple Landscapes, Batavia, IL - *Assistant Office Manager*

August 2016 - April 2020 (Acquired by Alan Horticulture)

- Processed Accounts Payable, Accounts Receivable, and Payroll

Batavia Public Library, Batavia, IL - *Circulation Clerk*

August 2012 - September 2014

- Customer service role interacting with the public and organizing material

EDUCATION

Dominican University, River Forest, IL - *Masters of Library and Information Science*

Started Spring 2025 (In Progress; 9/12 courses complete with 4.0 GPA)

University of Illinois - Urbana Champaign, Champaign, IL - *B.A. in English*

August 2007 - May 2011; GPA: 3.97/4.0

SKILLS

Excel; Access; Power BI
HTML; CSS; SQL; Python
Adobe Premiere Pro
Typing: 110 wpm

PROJECTS

Aspire Implementation - 3rd party cloud-based software; oversaw selection, configuration, implementation, and training

Access Database - Custom contract management and CRM program built with VBA and SQL via MS Access

AlanTime Website - Custom cloud-based software for time tracking and billing, built with C#, SQL Server, and Azure

AWARDS

Bronze Tablet, Summa Cum Laude, University of Illinois Highest Honors

Phi Beta Kappa membership

Dean's List

LANGUAGES

English

VOLUNTEERING

Glen Ellyn Public Library

- *World on the Move*
- *Haunted Library*