

Gema Linares Soler

C/ Virgen de la Paloma 16, 2ºA. CP 28850 Torrejón de Ardoz (Madrid)

Mobile +34 691 602 089

gemi.linares.soler@gmail.com

I am currently studying Doctor of Philosophy at the University of Southern Queensland after recently completing my Master's Degree in Research in Documentation through Carlos III University of Madrid. I am now seeking employment that allows me to utilise both my theoretical and practical knowledge of information and documentation management.

EDUCATION

2015 - Present	Doctor of Philosophy University of Southern Queensland. Toowoomba.
2011 – 2014	Master's Degree in Research in Documentation Carlos III University of Madrid. Spain.
2009 – 2010	Information Science Graduate Degree Carlos III University of Madrid. Spain.

DEMONSTRATED SKILLS

Computer Skills and competences:

- Good command of Microsoft Office™ suite (Word™, Excel™, Access™, and PowerPoint™), Databases (Knosys, LOTUS, Absys, SAT), content management systems (DOCUMENTUM), internet and social networks.
- Basic knowledge of graphic design applications (Adobe Illustrator™, PhotoShop™)

Technical skills and competences:

- Technological tools such as Refworks, EndNote, Prezi, QR Codes
- Experience in administrative documents such as reports, proceedings and business reports

Communication Skills:

- Spanish as a first language.
- Fluent level of English and basic level of French

Organisational skills and competences:

- Organisation skills gained through my work experience
- Experience in project and team management

Social skills and competences:

- Team spirit gained through my work in the research field and in the information services.
- Good ability to adapt to multicultural environments, gained through my work and studies experience abroad

EMPLOYMENT HISTORY

October 2015 – December 2015
Research Assistant (Part time)

University of Southern Queensland.

Duties:

Conduct literature review and collate data previously collected relating to pilot mentoring programs.

December 2013 – March 2014
Documentalist / Archivist (Full time)

Supreme Court of Law. (Madrid. Spain)

Duties:

Study and treatment of Supreme Court of Law's documentary collection:

- Identification, classification, arrangement, description and assessment of documentary series
- Scanning of documentation
- Preparation of library classification system and archival control
- Study and identification of historical documentation (from 19thC present)

March 2008 – December 2012
Documentalist / Archivist (Full time)

Administrador de Infraestructuras Ferroviarias

Duties:

Study and treatment of ADIF's documentary collection:

- Identification, classification, arrangement, description and assessment of documentary series. Scanning of documentation
- Designing and implementing an ad hoc computer application document management (Documentum Platform)
- Response to queries and loans. Creating an auxiliary library. User training and support
- Study and identification of historical documentation (from 19thC present)
- Establishment of indicators for measuring quality of services and tasks performed

September 2007 – December 2007 **Federico Garcia Lorca Municipal Library**
Librarian (Full time)

Duties:

- Cataloging, classification, arrangement and recording both printed book and audio-visual material
- Production of statistics. User support

April 2007 - September 2007
Administrative Assistant (Full time)

Iberia Cards

Duties:

- Processing credit card, applications; data verification
- Customer service. Checking and request of credit coverage, credit limit assessment and withdrawal
- Control of unpaid

June 2006 – December 2006
Vendor Assistant (Full time)

LIONBRIDGE ESPAÑA, S.L

Duties:

- Selection of staff from specialized databases and websites
- Follow-up of selection process of human resources
- Control of documentation and archiving

VOLUNTEER WORK

May 2007 – April 2014
Gardener

Foundation “Apadrina un árbol”

Duties:

- Plant trees in areas devastated by fire.

October 2000 – Present
Cooperation partner

Foundation Educo

Duties:

- Monthly economic assignation
- Help disadvantage people by providing them with the most important resources to survive including food, medicines and education.

PUBLICATIONS

Authorship: Linares Soler, G.
Type of publication: Book chapter
Referred publication: Yes

Title: The information literacy for elderly people

PRESENTATIONS

Participation: Speaker

Congress's Name: 1st. International Congress in Knowledge management and information services.

Place: Universidad Autónoma de Ciudad Juárez. (México)

Date: December 2013