

Peter J. Czarnecki
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PROFILE

Knowledge of Library and Information Sciences techniques and principles. Experienced in public library services. Superior research and analytical skills. Hard-working team player with exceptional communication, organizational skills and work ethic. Keen interest in e-resources, and new trends in librarianship. Always willing to take on new challenges and learn new skills.

Computer skills include: Microsoft Office, Internet Explorer, Innovative Interfaces Millennium software and other specialized applications.

EXPERIENCE

Cudahy Family Library 2001 - Present
Public Services Intern

- Assist patrons with reference and circulation service requests.
- Instruct patrons in the use of library resources and software products.
- Answer patron questions and resolve patron complaints.
- Developed patron guides to science fiction works and cult movies.
- Contributed to the development of computer use and reference policies.
- Assist in material selection and de-selection.
- Serve as designated Librarian-in-charge on Sundays.
- Attended seminar on "LIBRARY 2.0: The Movement Explained."

Quarles & Brady LLP 2005 - Present
Trademark Docketing Specialist

- Maintain Firm's database of trademark, copyright and patent matters.
- Search the online version of the US Patent & Trademark Office Official Gazette for client trademarks.
- Review and docket all incoming attorney and paralegal correspondence.
- Create and distribute patent and trademark reports of client matters on request.

Foley & Lardner LLP 1995 - 2005
Docket Specialist

- Instructed new team members in docket clearance procedures.
- Researched trademark information utilizing web sites of national patent offices, the Code of Federal Regulations, Manual of Industrial Property and other documentation to resolve complex docketing issues.
- Coordinated with responsible attorneys and paralegals to resolve problems and meet critical deadlines.

EDUCATION

UW-Milwaukee
MLIS - School of Information Studies

- Recipient of a grant from the ALA student chapter to attend the 2002 ALA Annual Conference.
- Student Intern/Fieldworker Reference Librarian UWM Golda Meir Library - Research and Instructional Support Section.
- Student Intern/Fieldworker Reference and Cataloging Assistant with Foley & Lardner Law Library and Davis & Kuelthau Law Library - Assisted attorneys and library staff provide reference, inventory and cataloging services.

BA - Political Science

SERVICE

Vice President of the UW-Milwaukee School of Library & Information Science Student Organization where duties included arranging tours of local libraries of interest to SLIS students.

Story contributor to LISNews.org.

Volunteer for Channel 10/36 Friends Great TV Auction

- Project Manager for copywriting on-air item descriptions.
- Recruited, trained and supervised approximately 20 auction volunteers.
- Co-wrote the script for the video introducing the Auction leadership team.

PROFESSIONAL ORGANIZATIONS

American Library Association

UW-Milwaukee Alumni Association