

# LENNARD A. PLANDOR

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[lenplandor@yahoo.com](mailto:lenplandor@yahoo.com)

## EDUCATION

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<b>MASTER OF INFORMATON SYSTEMS</b>	2008 - PRESENT
University of the Philippines, Open University, Los Baños	

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<b>MASTER OF LIBRARY &amp; INFORMATION SCIENCE</b>	2002 - 2008
University of the Philippines, Quezon City	

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<b>BACHELOR OF LIBRARY &amp; INFORMATION SCIENCE</b>	2002
University of the Philippines, Quezon City	

## WORK EXPERIENCE

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<b>ASSISTANT LIBRARIAN</b>	MAR 2006 - PRESENT
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### Prince Sultan University

P.O. Box 66833, Riyadh 11586, Kingdom of Saudi Arabia

- Perform acquisitions task for books and periodicals
- Manage order placements, receiving orders, and ensure all invoices are paid on time
- Resolve all vendor related issues
- Evaluate current and possible electronic books and periodicals
- Perform original and copy cataloging, using MARC format and AACR2 rules
- Maintain MySQL database servers of Open Source integrated library systems
- Perform online database research assistance

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<b>INFORMATION SERVICES LIBRARIAN</b>	NOV 2002 - JUL. 2004
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### Asian Institute of Management

123 Paseo de Roxas, MCPO Box 2095, Makati City 1260, Philippines

- Provide general assistance and answers reference questions
- Perform general circulation duties
- Act as liaison for different departments of the business school
- Train student assistants and library technicians
- Design library homepage and assist in Knowledge Management Services & delivery
- Answers ready reference and research questions
- Instruct students and staff in the use of databases for research
- Assume responsibilities in the absence of supervising librarian

## COMPUTER SKILLS

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### ONLINE DATABASES

- EBSCO Host Research Database, LexisNexis, Proquest ABI/Inform

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### PROGRAMMING

- PHP 5, JavaScript, HTML, CSS

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### OPERATING SYSTEMS

- Windows XP, Vista, Linux-Ubuntu

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### SOFTWARES

- Microsoft Office 2007, OpenOffice 2.0, Flash 8, Dreamweaver 8, Microsoft Expression
- BookWhere, Marc Notepad 2, Horizon, Symphony, OpenBiblio, Koha, MySQL, Lotus Notes

## PROFESSIONAL AFFILIATIONS

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### PHILIPPINE LIBRARIANS ASSOCIATION, INC.

Rm. 301, The National Library Bldg.,  
T.M. Kalaw St. Ermita, Manila, Philippine 2801  
Tel.no. (632) 5230068

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### SOCIETY OF FILIPINO ARCHIVISTS, INC.

P.O. Box 171, U.P. Diliman, Quezon City 1101,  
Tel.no. (632) 9209060, Fax. no (632) 9206773

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### AMERICAN LIBRARY ASSOCIATION

50 E. Huron, Chicago, IL 60611