

October 2020

## Coordinator of Library Operations

Paul A. Onac  
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# Paul Alexandru ONAC

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Tampa, FL 33620  
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## EDUCATION

**University of South Florida** (*Graduated: December 2019*)  
*M.S. in Cybersecurity: Information Assurance*

**“Babes-Bolyai” University, Cluj-Napoca, Romania** (*Graduated: June 2011*)  
**College of Physical Education**  
*B.S. in Kinesiology (Physiotherapy)*

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## WORK EXPERIENCE

**University of South Florida, Tampa Library**  
*Institutional Repository Manager (August 2018 - Present)*

- Manage the Institutional Repository (Scholar Commons)
- Supervise ongoing projects related to the Institutional Repository
- Supervise students and staff
- Created several scripts in Excel to improve the workflow for uploading records in the Institutional Repository (automation)
- Production Editor for Open Access Journals hosted in the Institutional Repository
- Participate in hiring committees
- Format layouts for journals using InDesign

*Collection Specialist (January 2015 - July 2018)*

- Department website: Helped building and maintaining website using WordPress
- Improved journal templates in InDesign
- Edited XML files for the open access journals published on USF Scholar Commons, as well as for batch upload
- Batch uploaded records in Scholar Commons
- Checked and corrected metadata in Scholar Commons (quality control)
- Checked for copyright clearance
- Created faculty profiles on SelectedWorks

*Library Assistant (March 2012 - December 2014)*

- Examined OpenURL link resolver monthly reports
- Checked acquisition orders for serials in the Aleph Integrated Library System
- Updated holding records for serials using Aleph

- Worked with large Excel spreadsheets
- Searched and located on Internet open access papers written by USF faculty
- Worked as part of a team with physical reorganization of library materials and collections: physically located library materials, boxed them up, and moved to new locations

**Tennis Instructor (Certified Member of the United States Professional Tennis Association)**

*September 2012 - Present*

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## **SKILLS**

### **Coursework (University of South Florida)**

- Python for Informatics (COP 4930)
- IT Programming Concepts - Java (COP 2930)
- Object Oriented Programming - C++ (COP 2931)

### **Computer Skills**

- Other programming language: C#
- Adobe Suite: InDesign, Photoshop, Illustrator, Acrobat Professional, Dreamweaver, PremierPro
- Web Design: WordPress
- Microsoft Office Suite: Word, Excel, Outlook, PowerPoint
- Operating Systems: Windows, Mac, Linux
- Proficient with software installation, troubleshooting, and solving OS related problems

### **Languages**

- English (fluent), German (beginner), French (beginner), Romanian (native).