

LINDSAY KLUG

LIBRARY & INFORMATION SCIENCE STUDENT | ARCHIVES & DIGITAL PRESERVATION

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PROFESSIONAL PROFILE

Bachelor of Science candidate in Library and Information Science with a 3.74 GPA and a professional background in records coordination, workflow design, training, and public-facing service. Combines research and technical skills with developing knowledge of classification, cataloging, book preservation, archives, and digital preservation.

EDUCATION

UNIVERSITY OF SOUTHERN MISSISSIPPI | Expected 2028

Bachelor of Science in Library and Information Science

GPA: 3.74 | Dean's List: Two Semesters

THE OHIO STATE UNIVERSITY | January 2023

Certificate in Web Development

ACADEMIC EXPERIENCE

British Studies Program | London, United Kingdom | Summer 2026

- Completed site-based coursework at major libraries, archives, and cultural institutions, including the British Library, The National Archives, and the V&A National Art Library.
- Produced 17 public-facing Substack posts and an 11-page multimedia scrapbook combining original photography, historical research, cultural analysis, and reflective writing.

PROFESSIONAL EXPERIENCE

Business Office Manager | Traditions of Deerfield | 2021-2022

- Managed weekly payroll, resident billing, payment processing, and office records for a senior living community.
- Trained new hires on company policies and procedures; organized staff events and partnered with the activities department to establish a resident sewing club.

Specialist | The Little Clinic, Kroger Co. | 2016-2020

- Reduced billing-department call waits from more than three hours to under fifteen minutes within sixty days, improving service and workflow efficiency.
- Coordinated a Prolia treatment program for older adults, including insurance verification, scheduling, record retrieval, and six-month follow-up documentation.
- Created filing and record-rotation workflows supporting accurate retrieval and timely follow-up; trained new employees in team procedures and best practices.

SKILLS

Research & Information: PubMed, EBSCO, scholarly-source evaluation, Dewey Decimal Classification, Library of Congress Classification

Digital & Creative: Microsoft Office, Canva, Substack, HTML, CSS, JavaScript, Visual Studio Code

Archives & Operations: Foundational cataloging and book-preservation methods, records organization, workflow design, training