

DENNIS F. REITH

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Education:**University of Missouri-Columbia****Graduate School (TSPA, SISLT)**

(January 2006 to August 2009)
(Part-time graduate student)

Earned 12 graduate semester hours in *Public Administration*, and 9 graduate semester hours in *Library and Information Science* as personal, continuing and professional education.

University of Missouri-Columbia**School of Information Science and Learning Technologies (SISLT)**

(Graduated: December 17, 1999)

Received a **Master of Arts (MA) Degree** in *Information Science and Learning Technologies* with an area emphasis in *Library and Information Science*.

University of Missouri-Columbia**College of Arts and Science (A&S)**

(Graduated: December 18, 1994)

Received an **Arts Baccalaureate (AB) Degree** in *Political Science* with a Minor in *History*.

Professional Experience:**University of Missouri-Columbia****Christopher S. Bond Life Sciences Center – Roberts Lab**

Division of Animal Science

(June 29, 2012 to present)

2012: ¾ Full-time position (30 hours/week with benefits). Personally assisting Curators' Professor within the Division of Animal Science with identifying and retrieving pertinent research literature, and then formatting, editing and submitting manuscripts for journal article publication. Working with co-authors and publishers to ensure that published manuscripts are compliant with National Institutes of Health Public Access standards (NIHPA) through PubMed Central (PMC). Converting information for the creation of new genetic datasets. Editing the laboratory website at <http://robertslab.missouri.edu>. Also general office duties to include writing letters and email, answering phones and making calls, scanning and copying documents, file server management, and assisting with daily management activities in the laboratory and faculty office such as cleaning the culture room, checking inventories, ordering pipette recalibrations, pro-card reconciliations and travel expense reports, and scientific vendor supply purchases through e-procurement and the internet. Finally, handling any personnel matters that would arise concerning the functioning of the laboratory to include international hires and helping foreign lab members with English. Computer skills needed include PeopleSoft, Dreamweaver, Acrobat, Outlook, Word, Excel, and Endnote.

Salvation Army Family (Thrift) Store-Columbia, Missouri

(February 2012 to June 28, 2012)

Store Worker: Both full-time and part-time volunteer worker. Involved in every aspect of this retail, non-profit business. Assisted in responding to direct customer questions; answered phones and made appointments. Cleaned and straightened up the store by sweeping floors, placed salable clothes and items on racks and shelves, took inventory, and worked with books. Moved and placed furniture on the floor and was actively involved in the potential sale of those items. Accepted and processed donations. Tagged and priced donated items for sale. Processed clothes for resale to secondary buyers. Operated the cash register. Assisted the manager, assistant manager and fellow workers with miscellaneous duties, etc. Participated in operations involved in the "Tiger Treasures" rummage sale at the University of Missouri's Memorial Stadium.

University of Missouri-Columbia
Department of Biochemistry – Sun Lab
School of Medicine
(May 11, 2009 to November 29, 2011)

Office Support Staff III: $\frac{3}{4}$ Full-time position with benefits (30+ hours/week). Personally assisted senior faculty member with the MU Alzheimer's Disease Program Project Grant with heavy emphasis on researching information, editing, finalizing, and submitting manuscripts for publication and documents for internal and external use. I have directly contributed to the development and finalization of grant proposals, and organizing meetings and symposiums related to Alzheimer's disease, and other neuroscientific and potential botanical pharmacological discoveries. Developed and maintained the MU Alzheimer's Disease Program Project Grant website at <http://muadppg.missouri.edu>. Assisted with the newly created Center for Translational Neuroscience (CTN) and Center for Botanical Interaction Studies (CBIS) within the MU Medical School. Other duties consisted of assisting with daily activities in the laboratory and faculty office, including the billing procedures for office and scientific supply purchases. Writing news copy. Also served as an ESL instructor for Chinese graduate students. Computer skills needed include PeopleSoft, Dreamweaver, Outlook, Word (to include Track Changes), PowerPoint, Excel, Adobe Acrobat, ChemBioDraw, and Endnote.

Dennis Frederick Reith-Information Resource Consultant
(September 1995 to January 2006)

Self-Employed: Part-time: Researching and identifying literature and statistical data for legal and social science related scholarly communication purposes. Assisting lawyers, graduate students, and academic departments with researching library print materials, CD-ROMs, online databases, and the Internet for case studies, court decisions, and government documents for legal purposes, and subject specific information for the authoring of academic papers, theses, dissertations, journal articles, grant proposals, and curriculum development projects. Assisted with the information retrieval to be used for the published textbook revisions of the *Essentials of World Geography* for the MU Department of Geography.

University of Missouri-Columbia
Building and Infrastructure Archives
Space Planning and Management
(September 27, 2004 to December 1, 2004)

Archives Assistant: Temporary, part-time position (30 to 40 hours/week): Assisted in the researching of the history of the MU campus for grant project (*MU in Brick and Mortar* digital web exhibit), to include buildings, landmarks and demolished buildings. Produced digital photography. Assisted in digitizing building plans, photos and documents using a large-format scanner and a desktop scanner. Edited scanned images using image software, including Photoshop and Irfanview. Wrote and edited HTML pages. Cataloged web pages for Dublin Core metadata. Performed other duties as assigned by the Engineering Records Coordinator including the driving of official cars. Developed the MU Historic Screensaver.

University of Missouri-Columbia
Center for Agricultural, Resource and Environmental Systems (CARES)
Department of Agricultural Economics: Social Sciences Unit
College of Agriculture, Food and Natural Resources

I-Net Administrator: (July 1, 2001 to January 31, 2004)

GIS Technician: (September 1, 2000 to June 30, 2001)

Held various other part time positions: (November 18, 1996 to March 31, 2000)

Involved with Geographic Information Systems (GIS) spatial and tabular data development implementing ESRI and ERDAS application software, and e-document development utilizing Microsoft Office 2003 in a Windows XP environment for current and past projects. This also includes HTML and XHTML coding, database maintenance, digital cartography, and aerial photo interpretation. Please contact CARES for a list of my GIS involved project history and other professional contributions.

Also, formerly responsible for the *webmaster* duties for the College of Agriculture, Food and Natural Resources (CAFNR). These include consultation with CAFNR administrative personnel concerning the updating and archiving of web based news stories and other information, and the building and posting of department specific sites as contained within the CAFNR website structure using Microsoft FrontPage and Adobe Photoshop. Served on the CAFNR Publications Committee.

Dennis Reith Illustration & Design

(August 1978 to January 1988): Illustrator/ Graphic Designer

Self-Employed: Part-time: Responsibilities included interacting with clients to understand what the client's needs were in terms of brochures, flyers, print ads, etc. Next, to work up rough comprehensives for the client's approval. Developing the necessary illustration, photography, and typography. Writing copy. Finally, working with the printer to determine printing stock and ink, reviewing proofs, and making presentations to the client for approval before the final printing run. Other responsibilities included the complete management, marketing, and sales procedures of the business.

University of Missouri-Columbia

Practical Arts and Vocational-Technical Education (PAVTE)

Department of Technology and Industry Education

College of Education

(September 1983 to April 1984)

Graphic Artist I: Temporary full-time position: Development of published technical curriculum for grant project. Responsibilities included working with the lead team artist converting rough storyboards into finished illustrations. Worked with the writers to understand the details necessary for accurate artwork. Assisted with text development and rewrite. Made decisions on typography. Operated the stat camera. Prepared proofs for the publisher.

Publications:

Reith, D. (2012, April 29). Big muddy debate cools for now. *Local Ozarks News Corporation – LocalOzarks.com*.

Skill Set:

ESRI ArcGIS, ArcInfo, ArcView; ERDAS Imagine; WinTopo; GIS Spatial and Tabular Data Development; Digital Cartography; Land Use Analysis; GPS Receiver; Scanner Software; HTML and XHTML (IATS Courses: Web Authoring Fundamentals, Basic Coding, Page Organization and Enhancement, Basic Tables, Dreamweaver CS6); eDocument Development; Microsoft Windows 7 Enterprise and Office Suite 2010; Adobe Acrobat; Adobe Photoshop (IATS Course: Photoshop CS: Workspace and Selections); LView Pro; Irfanview; ChemBioDraw; Endnote X5; PeopleSoft (DoIT Training: Basic Navigation & eProcurement); Digital Photography; Knowledge of Library Classification Systems, Scholarly Communications (Journals and Serials), Legal and Government Documents, Library Collection Processes, Special Libraries, Online Databases and Internet Searches; Knowledge of Technical, Scientific and Legal Terminology; Excellent Writing and Verbal Communication Skills; Leadership Skills; ESL instructor; Customer Service and Sales Experience

Interests:

Ancient and Contemporary History; Anthropology and Archaeology; Theology and Philosophy; Politics and Governance; Science and Cosmology; Information Resources and Technology; Communications and Mass Media; Culture and Society; Art and Music, StL Cardinals and MU sports fan

Associations and Honors:

The National Scholars Honor Society

Golden Key International Honour Society

Pi Sigma Alpha, The National Political Science Honor Society

Phi Eta Sigma, The National Freshman Honor Society

Mizzou Alumni Association

References available upon request.