

SUSAN J. BONE

3772 Highway 331

R.R.#1, LaHave, N.S. Canada B0R 1C0

Phone: 902-688-2541

Fax: 902-688-1553

info@ellora.ca

SKILLS and SERVICES

Librarian and Researcher; Information and Digital Asset Manager; Writer, Editor, Proofreader; Business, Project, Organization and Events Manager; Public Relations and Marketing.

Multilingual—English, French, Spanish, some German.

EDUCATION

Master of Library and Information Studies, 1989

Dalhousie University, Halifax, N.S.

Summer Program in French History and Culture, 1985

Université de Paris, la Sorbonne, Paris, France

Bachelor of Arts, Library Studies Major, 1985

Concordia University, Montréal, Québec

French Immersion Program, 1984

Concordia University, Montréal, Québec

Arts, Sciences, Theatre Costume, 1976-79; 1981-83

Dalhousie University, Halifax, N.S.

EMPLOYMENT, CONSULTING, VOLUNTEER WORK

Consultant, Bone-Davis International, 2005 to present

Analysis, standardization, optimizing and preservation of digital assets and information for businesses, institutions and organizations of all kinds.

Owner, Ellora Natural and Organic Foods; The Ellora Gallery, 2002 to present

Web-based retail organic foods and natural products buying service with customers across Canada.

Gallery showcases and sells fine art, and provides promotional services to artists.

Freelance Librarian, Researcher, Editor, Writer, Public Relations Consultant, Project and Events Manager, 1994 to present

- Performed comprehensive information management audit for a large digital photo archive and made remediation recommendations for longevity, utility and standardization for the Hubbards Heritage Society

- Researched, catalogued, documented and digitized an extensive community heritage artifacts collection for the Hubbards Heritage Society
- Updated and edited content and links on the Aspotogan Heritage Trust website
- Researched, co-authored and promoted the *AEHA Guide to Less Toxic Products*, and managed the project from concept to publication for the Nova Scotia Allergy and Environmental Health Association
- Organized, promoted and managed *Heart and Soul in the Workplace*, a human resources conference. Provided all written materials for the conference.
- Researched, wrote and edited patient information modules on diabetes for Mediconsult's interactive MediconX website
- Researched and wrote numerous patient-friendly articles (*epilepsy, stroke, mononucleosis, groin and hiatus hernias, peptic ulcer, pneumonia, strep throat, gastroesophageal reflux*) for a Canadian on-line health encyclopedia
- Wrote and edited educational material for the World Headache Alliance website
- Wrote and edited numerous reports, proposals, press releases and corporate documents for Productivity Solutions, Inc., Knowledge Navigators Canada and Knowledge Navigators International
- Wrote the business plan, and directed product development, marketing and sales for a successful product-oriented photographic business
- Performed on-line, library and market research on distance education and new media learning technologies for Productivity Solutions, Inc.
- Analyzed submissions, and wrote and edited sections of a report to government on Nova Scotia's Research, Development and Innovation (RDI) policy for the ARA Consulting Group, Inc.
- Edited the United Nations Development Programme's *Manual of Operational Management*—a 200-page electronic field document for use in 135 countries
- Edited an extensive on-line accounting course for Dalhousie University's MBA-Information Technology Program
- Wrote and edited a variety of advertising materials and winning proposals for Extreme Communications (*Town of Lunenburg Marketing Strategy, Emergency Medical Services, MTT, Aliant, Nova Scotia Power Corporation, Centennial Hotels, Spielo Gaming Corporation, Golf Atlantic Canada, Atlantic Lottery Corporation*)
- Researched and built extensive databases on the worldwide printed circuit board industry for SMTnet, Inc., and made recommendations for improvements to the SMTnet website
- Provided a variety of research and writing services to the HeartWood Institute
- Researched source material for and edited a documentary film treatment on the poet Alden Nowlan
- Wrote promotional material for and marketed the EastWind Stress Management Clinic's stress reduction programs

- Researched and wrote interactive on-line stress management modules for Knowledge Navigators Canada's Young Entrepreneurs Program
- Wrote promotional material for Southern Exposure, a fair-trade imports store
- Edited public education material for Men For Change, an anti-violence men's group

President, South Shore Pesticide Reduction Action Group, 2000-2004

- Co-founded this not-for-profit society after four years of independent lobby work on pesticide reduction.
- Built membership with a targeted membership drive
- Raised operating funds via community events and direct financial donations
- Developed a comprehensive information kit for public education
- Compiled two bibliographies—*Non-Toxic Lawn and Garden Care* and *Household Pest Control*—for inclusion in the SSPRAG information kit
- Organized information displays staffed by volunteers at various public venues
- Acquired endorsements/support for the SSPRAG mandate from the N.S. College of Family Physicians, Ontario College of Family Physicians, Medical Society of N.S., N.S. Medical Officers of Health, and the Canadian Association of Physicians for the Environment
- Networked and shared information with like-minded organizations across North America
- Provided support materials to the Municipality of the District of Lunenburg and the Town of Mahone Bay for their efforts to reduce/eliminate pesticide use on municipal lands
- Researched school pesticide policies across Canada
- Developed a strategic work plan for future SSPRAG activities
- Compiled a library of funding sources for future SSPRAG activities
- Managed all financial, public relations and reporting activities for the society

Librarian, Halifax City Regional Library, 1990-94

- Provided readers' advisory and reference services to library users of all ages
- Taught individuals how to use library systems and make selections appropriate to their information needs
- Selected for and maintained a variety of print and non-print collections
- Developed resource materials and expanded library collections to support a wide variety of adult programs
- Hired, trained and managed staff
- Managed large collections budgets
- Performed library and information research
- Prepared bibliographies for publication

- Devised an innovative display/classification system for audio materials. This system is now used throughout the expanded Halifax Regional Library system.
- Designed an extensive renovation to the Adult Lending Department of the main branch and prepared detailed working drawings for the project architects and contractors. This project was completed in 1994.
- Chaired the library system's Health and Safety Committee. Accomplishments include establishing system-wide scent-free and smoke-free policies, and overseeing the adoption of environmentally-friendly cleaning products for use by janitorial staff.
- Transformed the library's much-complained-about feature film video collection into an excellent collection containing critically-acclaimed foreign and Canadian films as well as more mainstream American movies.
- Expanded the library's music collection to include international (world) music, blues and jazz, and established these categories as budget allocations.
- Recorded biweekly book reviews for broadcast on radio station C-100 FM, and promoted the library's instructional audio collection on CBC Radio's *Mainstreet*.
- Developed a French-language fiction collection for the library's main branch, and expanded the library's French non-fiction collection to respond to the needs of area French immersion programs and cultural groups.
- Organized workshops for staff on understanding and working with people with mental illnesses (in conjunction with staff from the QEII Hospital's Mental Health Outpatients Unit). This was in response to staff concerns about previously-institutionalized individuals flocking to the library for refuge after hospital budget cuts.
- Was sole library staff member to provide services to library patrons in French and Spanish. This was particularly helpful to families of recently-transferred military personnel and refugees from Cuba, Guatemala and El Salvador.

Manager/Buyer (P/T), The Black Market, 1990-91

Store design, management, staffing, product selection, retail sales at international imports store. Bilingual (English and French) work environment.

***InfoOceans* Editor, Publications Coordinator, Oceans Institute of Canada, 1989-90**

Creation, editing and management of a national publication, research for and construction of a 6000-record database of ocean-related interests in Canada and abroad, promotion of Institute documents, library and information research.

Consulting Librarian, The Information Collective, 1989-91

Library and information research, information and project management, consulting services to organizations and small businesses.

Library Assistant (P/T), Halifax City Regional Library, 1987-89

Readers' advisory and reference services, library and information research.

Research Assistant (Summer), QL Systems Limited, 1988

Library research (legal materials), database building.

Library Assistant (P/T), Killam Memorial Library, Dalhousie University, 1987-88

Reference services for arts and humanities collections, library and information research.

Library Technician, Royal Victoria Hospital Medical Library, 1984-86

Services to medical staff and students, library research. Bilingual (English and French) work environment.

Library Assistant, Scotia-Fundy Regional Library, Fisheries and Oceans, 1981

Library support services to scientific and research staff.

PERSONAL

- Concordia University Award for Highest Achievement in Library Studies, 1985
- Dalhousie University Graduate Fellowship Recipient, 1987-89
- Volunteer and/or member: Mahone Bay Centre Society, Plan Canada, Allergy & Environmental Health Association, Men For Change, N.S. Organic Growers Association, Atlantic Canada Organic Regional Network, Naropa Institute of Canada, Canadian Association for Community Living, Shambhala Training, Dartmouth Citizens Against Incineration, Real Alternatives to Toxins in the Environment, Citizens for Choice in Health Care, Ecology Action Centre, South Shore Pesticide Reduction Action Group, Friends of Crescent Beach, Green Bay and Area Society, Kingsburg Coastal Conservancy, HeartWood Institute, Editors Association of Canada, Canadian Library Association, Atlantic Provinces Library Association

REFERENCES

Phyllis Price

Health Promotion Consultant
18 The Lane, Broad Cove
R.R.#2, Mill Village, N.S. B0J 2H0
902-677-2794
phyllisprice@eastlink.ca

Nancy Fullerton

Manager (Retired), Outreach Services,
Halifax Regional Library
Fletcher's Lake, N.S.
902-861-3827

Hal Richman

President, Productivity Solutions
46 Grant Line Road, Stillwater Lake
Nova Scotia, B3Z 1H7
902-826-1017
hal@halrichman.com

Judy Hopkins

President, Hubbards Heritage Society
Hubbards, N.S. B0J 2T0
902-857-9039
pmhopkins@hfx.eastlink.ca