CURRICULUM VITAE 

Tracy Zussman

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UK

CURRENT EMPLOYMENT: Thematic Convenor

OVERVIEW

Information communicator with excellent knowledge and understanding of current development issues and debates:

* Excellent knowledge of relevant development organisations and actors
* Excellent knowledge of the internet as a publishing and research medium and of modern internet communication approaches - including concepts of marketing and monitoring and evaluation
* Familiarity and understanding of core audiences - policy shapers, development practitioners and researchers
* Familiarity with the development research environment
* In-depth knowledge of online development literature
* Precise Editing skills

EDUCATION AND QUALIFICATIONS

1988 BA in History of Design

RECORD OF EMPLOYMENT

1996-Present Thematic Convenor, Open Knowledge and Digital Services, Institute of Development Studies, Sussex

With special responsibility for Eldis - the online resource service disseminating research on developing countries <http://www.eldis.org>

Main tasks:

* Contributing Editor of Eldis Resource Guides: sourcing new material, maintain existing services and developing new resource guide material. Current Editor of Rising Powers in International Development Resource Guide: http://www.eldis.org/go/topics/resource-guides/rising-powers-in-international-development
* Manager of external Content Partner relationship and material – coordinating the addition and inclusion of partner content to relevant resource guides
* Editor and contributor to Eldis News Features and Blog posts
* Compiler of the What’s New on Eldis email newsletter
* Point of contact for external enquiries on Eldis content and services

1994-1996 Library Assistant, British Library for Development Studies,

Institute of Development Studies, Sussex

* Preparation of student reading list materials
* Issue desk service duties , including inter-library loans, recalls, issuing overdue notices
* Dealing with enquiries: onsite from students/staff and via telephone, on library stock and external information services
* Stock maintenance
* Responsibility for back-up of library loans system to cover for absences of Library Information Systems Manager

1989-1994 Library Assistant, Ewbank Preece Ltd., Hove

International engineering consultancy

* Maintenance of specialist British and foreign Standards collection: responsibility for purchasing latest editions, updates
* Selective Dissemination of Information (SDI) covering specific engineering topics as required; journal circulation
* Enquiry desk service: dealing with onsite and external enquiries, including inter-library loans