

CYNTHIA MANN HAIKEN
cynthia.haiken@yahoo.com/ 917-816-6384
www.cynthiahaiken.com

PROFILE Motivated, multi-skilled library / communication and information professional with experience in management, team-building and customer service. Ability to oversee and participate in many concurrent projects. Over 27 years as a lawyer with deep talent in research, writing, training, collaboration and consensus-building.

EDUCATION Rutgers University, School of Communications, New Brunswick, NJ
MLIS, May 2016
GPA 4.0
2016 Prize for Outstanding Academic Achievement
Member of Beta Phi Mu, Omicron Chapter

Harvard Law School, Cambridge, MA
J.D. *cum laude* 1990

Yale University, New Haven, CT
B.A. in History with distinction, *cum laude* 1987

RELEVANT COURSES	Information Policy	Intellectual Freedom in Libraries
	Information Technology	Reading Interests of Adults
	Grant Writing	Community Engagement

EMPLOYMENT Wallingford Public Library, Wallingford CT
Part-Time Reference and Readers Advisory Librarian (September 2016-present)

- Provide readers advisory, computer support and reference services
- Moderate two library-run book clubs and Talking TED program
- Host semi-annual Book Buzz gathering to discuss upcoming book releases
- Create and maintain book displays in the North Main Book Nook
- Author of North Main Book Notes blog and monthly New in Novels column
- Select and purchase adult audiobooks and fiction new releases
- Help plan and implement Wallingford's annual One Book, One Town event

New Haven Free Public Library, New Haven CT
Part-Time Reference Librarian (February 2017-February 2019)

- Provided readers advisory, computer support and reference services
- Taught weekly computer training, resume writing and job searching courses

Arnold & Porter LLP, New York, NY
Partner, Tax Department (2009-2017)

- Member of Firm-Wide Management Committee
- Administrative Partner of New York Office
- Member of Billing and Intake Committee
- Co-Chair of Tax Training Program

Thacher Proffitt & Wood LLP, New York, NY
Partner, Tax Department (2002-2009)

- Chairperson of Hiring and Associates Committees
- Member of New Office Space Committee

OTHER Board Member, The Child Center of New York, Forest Hills, NY (2007-present)
Member of Executive Committee (2016-present), Chair of Risk Committee 2016-present

Member, American Library Association, Public Library Association, Connecticut Library Association