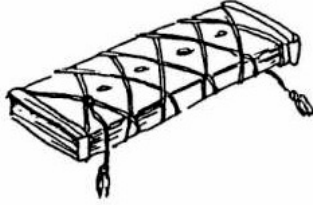


A. A. A. JEANSON

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LIBRARY & INFORMATION SCIENCE



Forename Alexandre
Surname Jeanson
Marital status married
Nationality Swiss
Born on July 1, 1967
in France



E-mail a.jeanson@sunlink.ch
Linked  <https://ch.linkedin.com/in/lek108>

Professional profile – Documentalist, information specialist

Solid 26-year experience, certificated, double competence combining library science & computing, proven dexterity in electronic document management tools, French–English bilingual, ease with MS Office & PCs, methodical approach, quick-witted, thorough, sense of detail, efficient

Library & Information Science

- **Knowledge organization:** Classification, indexing, cataloguing, bibliographies
Software: BiblioMaker, PMB, Virtua, Kofax
Classification: Dewey Decimal Classification, edition 22
- **Collection management & processing:**
Acquisition, processing and conservation of materials
- **Research, selection, preparation of teaching resources**
- **Interaction with teaching staff & curriculum**
- **Transmission of knowledge and passion to the readers**
- **Reports, statistics, budget management**
- **Computer technology (IT, ICT) for library science**

Computer Science

- **Helpdesk, troubleshooting** (users and installations)
- **PC configuration, maintenance & networking**
- **Office computing, graphics** (vectorization, OCR, etc.), **multimedia**
- **Teaching of**
- **Computing for libraries** (ILS, DMS)
- **HTML, programming**
- **Macintosh, iPad**

Languages

- **French** mother tongue
- **English** fluent
- **Indonesian** continual practice

Work experience

Jun 2019 – Aug 2019 Information specialist	Digitization center, Hospice général Digitization, analysis, classification, indexation, storage handling	Carouge
Jan 2018 – Jun 2018 Library intern	The Graduate Institute MARC cataloguing, process donations, serials binding	Geneva
Apr 2017 – Jul 2017 Cataloguer	Swiss Museum of Puppets Catalogue library's books in various languages	Fribourg
Sep 1997 – Jun 2015 Librarian & IT administrator	Collège du Léman International School Create & run primary library, run computer lab	Versoix
Aug 2008 Library intern	Pustaka Negeri Sarawak (Sarawak State Library) Certificate	Malaysia
Apr 1996 – Feb 1998 Interim archivist	Caterpillar Overseas SA Back-office at Legal department	Geneva
Oct, Nov 1995 Teacher	Institut d'Enseignement Supérieur de Psycho-Pédagogie Teaching of computer science to adults	Geneva
Jul, Aug 1995 Interim clerk	SGS Société Générale de de Surveillance Billing and certification at the Finance department	Geneva
1995 Interim technician	Darest & Sunset Configuration of computers at technical department	Geneva
1991 – 1995 Consultant, clerk	ASITRAC Travel & Tours and Indian Tourism Office Good use of MS-Office and PC, secretarial work, courier missions	Geneva
1990 – 1991 Substitute teacher	Département de l'Instruction Publique Teaching of computer science, mathematics and physics in the schools	Geneva

Education & training

Sep 2020 – Jul 2021 Humanities	Leiden University 1 st year of <i>South & Southeast Asian studies</i> bachelor	Leiden
Sep 2014 – Jul 2017 Library science	École de Commerce Nicolas-Bouvier CFC d'Agent en Information Documentaire	Geneva
12 – 16 May 2011 Library science	ECIS Librarians' Conference (attending) Certificate	Istanbul
2007 Computer skills	IFAGE ICDL (International Computer Driving Licence)	Geneva
1989 – 1990 Computer programming	ESC Malagnou	Geneva
1986 – 1989 Computer science	Université de Genève, Faculté des Sciences	Geneva
1979 – 1985 Bilingual secondary education	European School European Baccalaureate of Science	Culham, GB

Hobbies & interests

- **Bibliophilia, collectible records, deltiology:** private library on Southeast Asian culture, see <https://pustaka.cint.asia/cinta.htm>
- **Gamelan music**
- **Indian and Southeast Asian art**
- **Photography, Tintinology**