

Nancy Hurst

Inverness, IL 60067

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Experience

Document & Records Management Consultant – Dominican University, IL **September 2014-June 2015**

Established document management policies and protocols. Create comprehensive digital storage mapping system. Provide key support in the identification, creation, and storage of key evidence for accreditation program.

Practicum Library Assistant – Wiss, Janney, Elstner Associates, Inc., Northbrook, IL **January-March 2015**

Processed and inventoried new acquisitions, added metadata to documents, performed research as needed for professional staff. Catalogued, shelved, assessed collection space needs.

Website Designer and Founder – CollegeApplicationsGuide.com **May 2013 - Present**

Created website to evaluate and filter information available online, to provide a portal to the most helpful and current resources to assist the college applicant.

Co-owner, Chief Financial Officer – The Hurst Companies, IL **2005 - 2013**

Managed group of privately held companies in real estate investment and remodeling, and classic car sales and rentals. Provided accounting, budgeting, compliance, and administrative supervision.

Church Council Board Member & Treasurer– Lutheran Church of the Atonement, Barrington, **2008 - 2010**

Served during significant capital campaign for construction funding.

Board of Trustees Member – Quest Academy, Palatine, IL **2002 - 2006**

Also served as Auction Chair and Committee member for this independent school for intellectually gifted students

Ernst & Young (formerly Arthur Young), Peat Marwick Mitchell **1982 - 1991**

CPA, Tax consulting, Certified Financial Planner. Provided tax compliance and consulting for corporate executives, professional practices, closely held businesses. Performed general business planning and accounting advice. Supervised up to ten staff and senior accountants.

U. S. Army Veteran

Education

Dominican University, River Forest, IL **Master of Library and Information Science - 2015**

Focus in: Information policies, new technologies, Library and Information Management, rare books

The University of Texas at San Antonio, TX **Bachelors in Business Administration - 1982**

Major: Accounting, graduated with honors

Publications

Hurst, Nancy. "The Book Stops Here: Should Library Boards Be Held Accountable for Embezzlement?" *Public Libraries*, (Sep/Oct 2013). Examines recent library embezzlement cases and describes how libraries can take meaningful action to prevent such occurrences.

Skills

PC and Mac, Microsoft Word, Excel, PowerPoint, WordPress, Google Sites, HTML, CSS, website design, QuickBooks

Business and accounting supervisory experience, research, writing, editing, presentations, board responsibilities. Ability to quickly assess and respond to organizational needs

Professional Affiliations

American Library Association
Special Library Association
Beta Phi Mu Honor Society