

# RESUME

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**MIMI S. ARONSON**

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## **MAY 1989 TO PRESENT PHOENIX PUBLIC LIBRARY**

Branch Manager, Desert Broom Library – 2010 to present  
Facilities Coordinator, Burton Barr Central Library – 2008-2010  
Coordinator, Library Grants & Staff Development - Jan. 2001  
Acting Branch Manager - Century Branch  
Adult Services Librarian - Mesquite Branch, Century Branch

- Supervise staff of 15 – Librarian, Library Assistants, Circulation Attendants, Clerk, Pages and Security Guard
- Manage entire operation of 15,000 square foot branch library serving northeast Phoenix/Cave Creek residents – staff, services, collection and facility
- Responsible for collection development, reference, volunteers, adult and children's programming, scheduling, and staff hiring/training
- Performed Computer Liaison services
- Developed Database for Facilities Maintenance
- Planned and implemented annual Multi-Cultural Festivals and other programs
- Wrote and managed grants
- Developed training program for staff of 600 plus employees

## **FEBRUARY 1987 - JANUARY 1989 REAL ESTATE BROKER SANTA FE, NEW MEXICO**

### **SEPTEMBER 1985 - FEBRUARY 1987 STATE OF NEW MEXICO**

WIC Administrator - Women, Infant, Children, Supplemental Nutrition Program

- Developed database systems on LAN/PCs and trained staff in use
- Evaluation of current mainframe system, comparisons of alternate vendors, micros/minis, feasibility study, and system and security requirements for new system to monitor \$8 M food program
- Supervise Clerical Staff
- Responsible for 6 contract agencies

JANUARY 1984 - SEPTEMBER 1985 AGENT/MARKETING DIRECTOR FOR SCULPTOR  
REAL ESTATE BROKER AND CONSTRUCTION OFFICE MANAGER - NIELSONS, INC.

### **SEPTEMBER 1981 - JUNE 1983 NORTHERN TELECOM, INC.**

Manager, Business Information Center, Consultant

- Designed, implemented and trained on-line Information/Records Management System used in Dallas, Nashville, & Minneapolis - indexing and abstracting capabilities
- Developed market intelligence capability for short & long-term strategic planning
- Implemented Tri-Corporate consultant cost-sharing program

- Performed corporate research & competitive analysis
- Established formalized Information Network within corporation with policies, procedures & promotion
- Responsible for \$210k budget for market research
- Served as Beta Test Site for prototype computer hardware and integrated voice-data equipment for executives

**FEBRUARY 1980 - AUGUST 1981 CBS, INC.**

Manager - Personnel Processing, Records & Systems

- Directed, coordinated & instituted policies & procedures for Corporation throughout U.S.
- Planned, developed & presented proposals to upper management
- Surveyed major corporations re: creation of Employee Privacy Policy for company-wide adoption
- Proposal to microfiche 20,000 personnel files with updating & retrieval capabilities via computer
- Managed staff of 12 and two supervisors
- Involved with benefit base plans, union contracts, service date audits, foreign databases
- Developed manuals and trained personnel in use of automated personnel system
- Interfaced between data processing and end-users

**AUG. 1978 -JULY 1979 THE NEW YORK TIMES COMPANY**

Corporate Human Resource System Manager

- Implemented and maintained automated personnel system for 28 affiliates
- Research reports for compensation, EEO, Manpower and Benefits
- Created printed pension package/trained in use
- Problem solving, forecasting service objectives

**JAN. 1978 - Aug. 1978 HUNTINGTON PUBLIC LIBRARY**

Special Reports - Research Expeditor/Researcher and Proof Reader

**JAN. 1974 - AUG. 1977 ST. LOUIS PUBLIC LIBRARY**

Manager - Business Information Center

- Hired to establish specialized business Center for St. Louis
- Market surveys & promotional plans
- Sold services via demos, TV & written publicity
- Research for business community
- Budget planning and allocation
- Hired, trained & supervised staff
- Coordinated task forces, policy planning
- Conducted seminars & workshops
- Professional writing - manuals, brochures, news releases
- Developed Adult Education Center with counseling & programs for City of St. Louis

**JAN. 1971 - DEC. 1974 MILWAUKEE PUBLIC LIBRARY**

Business & Science Librarian

- Reference, collection development, public relations, public service

## **EDUCATION & SPECIAL TRAINING**

B.S. Psychology - University of Wisconsin	1967
M.S. Information Science - University of Wisconsin	1971
Graduate courses towards MBA - St. Louis University	1974
Management Courses towards MBA - Washington University	1975
General Retrieval Systems Courses - Seminar Series	1974 – 1979
Computers for Managers Seminar - Wharton School	1980
Impact of Privacy on Corporations - Wharton School	1980
Developing Marketing Information Systems - SMU	1982
Systems Operations & Security for Computers - Seminar Series	1982
New Mexico Real Estate Broker's License - Real Estate School/NM	1984
Arizona Real Estate License - Real Estate School/State of Arizona	1990
Customer Service Seminars/Computer classes/Supervisor & Management classes	1990 to present