



Eileen Donoghue
City Manager

February 27, 2020

Mayor John J. Leahy
and
Members of the City Council

RE: Library –Appointment of Trustee-Associate Member

Dear Mayor Leahy and Members of the City Council:

Pursuant to the authority specified under the Code of City of Lowell Section 39-1, it is with pleasure that I am appointing Amy E. Wilson, MLIS of 430 High Street, Lowell, MA 01852 as an Associate Member to the Pollard Memorial Library Board of Trustees, to a term which expires December 31, 2023, or such time thereafter until a successor is appointed and qualified.

Confirmation by the City Council is required for this appointment and is hereby requested. I have attached her resumé for your review.

I would be happy to answer any inquiries you may have concerning this appointment.

Very truly yours,

Eileen M. Donoghue
City Manager

cc: City Clerk
City Solicitor
Library-Board of Trustees
City Auditor
Human Relations Manager
MIS

Amy E. Wilson, MLIS

430 High St
Lowell, MA 01852

Professionally trained as a librarian, I work as a Competitive Intelligence Analyst and volunteer as the Director of Marketing and Fundraising for a non-profit makerspace. I bring persistence and resourcefulness to both roles.

Kronos Inc.
Apr. 2019 – present
*Competitive
Intelligence Analyst*

- Perform focused research of HCM marketplace, including analysis of vendor capabilities, offerings, points of differentiation, and competitive advantage
- Develop actionable reports, content, and tools that support internal stakeholders
- Provide direct support to sales organization in various settings

Mintz PC
Jan. 2017 – Apr.
2019
Research Analyst

- Fulfill critical, time-sensitive research requests from Partners, Associates, and Paralegals
- Consult with attorneys to identify needs, construct advanced searches, and deliver results
- Identify client development opportunities and generate focused client pitch reports

WilmerHale LLP
Jun. 2014 - Jan.
2017
*Information
Governance and
Records Specialist*

- Enabled physical and electronic records management and information security for Boston office
- Directly supported over 300 firm employees and conducted orientations for new hires
- Lead review of documentation to streamline forms and improve internal customer experiences

Durick Library
Sep. 2010 – May
2014
*Interlibrary Loan
Assistant*

- Part time during academic year, directly supported the Research and Instruction/Interlibrary Loan Librarian at Saint Michael's College
- Full time during summers 2012 and 2013, performed library duties for multiple departments including archives, cataloging, circulation, collection services, and interlibrary lending

Education

Simmons University	Master of Library and Information Science '17
Saint Michael's College	B.A. in English and Religious Studies '14, <i>Magna Cum Laude</i>

Memberships

Lowell Makes	Director, Marketing & Fundraising <i>August 2019 - present</i>
Association of Boston Law Librarians	Vice President & Chair of Membership Services <i>May 2017 – May 2019</i>
Special Libraries Association	Member, Competitive Intelligence & Legal divisions <i>2016 – present</i>

Research Tools & Proficiencies

Legal tools: Lexis Advance, CourtLink, Bloomberg Law & Terminal, Practical Law, CCH Cheetah, Lex Machina
Corporate tools (Pitchbook, S&P Capital IQ, Monitor Suite, Innography)
Professional tools (Microsoft Excel, Word, PowerPoint, Access, iManage Desksite)
Cataloging and password management databases (Sirsi, Research Monitor)
Current awareness (Lexis Newsdesk, Ozmosys Alert Manager, Google News)
State resources (Social Law Library, MassCourts.org, Registry of Deeds, Acts & Resolves, MA Land Records)