

Alexandre Jeanson

Rue Louis-Favre 22bis
1201 Geneva

+4176 211 1008

a.jeanson@sunlink.ch

 ch.linkedin.com/in/lek108

Library & information science professional **CFC**

Over 15 years' experience in library & records management

CFC d'AID and Bachelor of Arts

French–English bilingual



This CV on line

Double skill allying librarianship and computer science

Passing on a passion for books to a varied readership

Skills

- ✓ Collections management (selection, acquisition, cataloguing, equipment, weeding)
- ✓ Research, selection, preparation of teaching resources according to the teachers' requests
- ✓ Reception, information and high-quality consulting to the users
- ✓ Help in the development of in-house events and mediation activities
- ✓ Reception of groups to inform and train them in software and classification systems
- ✓ Data migration and implementation of software
- ✓ Support for users of the IT system
- ✓ Responsibility for an IT lab (installation, security, configuration, maintenance, troubleshooting)
- ✓ Layout of the premises along the rationale of showcasing the books
- ✓ Budgetary and cash management
- ✓ Reports and statistics

Work experience

2024	Records manager	HR division, University of Geneva
2019	Information science professional	Hospice général, Geneva
2018	Librarian	Graduate Institute of International & Development Studies, Geneva
2017	Cataloguer	Swiss Puppet Museum, Fribourg
1997–2015	Librarian & IT administrator	Collège du Léman, Geneva
08.2008	Librarian (during holidays)	Pustaka Negeri Sarawak, Malaysia
1996–1998	Archivist	Caterpillar Overseas SA, Geneva
1991–1995	IT consultant	Indian Tourist Office, Geneva
1990–1991	Supply teacher	Compulsory education schools, DIP, Geneva

Education & degrees

2020–2023	Bachelor of Arts in South & Southeast Asian studies cum laude	Leiden University, Leiden
2014–2017	Swiss certificate in library & information science	Nicolas-Bouvier School, Geneva
2007	ECDL Certificate (office computing)	IFAGE, Geneva
1989–1990	Systems developer and analyst (course only)	Émilie-Gourd School, Geneva
1986–1989	Half-licence in computing	Faculty of Sciences, Geneva
1979–1985	European Baccalaureate (sciences)	European School, England

Languages

French	Mother tongue
English	Bilingual
Indonesian	Continuing practice

Software programs

✓ BiblioMaker	✓ MS Office
✓ Virtua	✓ Kofax
✓ Alma	✓ CorelDraw
✓ PMB	

Interests

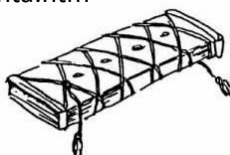
Personal book collection: pustaka.cint.asia/cinta.htm

Children's literature, Tintinology

Bibliophilia, collectible records, deltiology

Gamelan music

Indian and Southeast Asian art



Swiss

Married

Born on July 1, 1967

www.zipzap.ch/alek