

Curriculum vitae:

Shahira Khair, M.Sc, MIS

Education

Master of Information Studies (Bilingual, ALA Accredited) **2016 – 2017**
University of Ottawa, Ottawa ON

Master of Science in Biology (Specialization in Environmental Sustainability) **2012 – 2014**
University of Ottawa, Ottawa ON

Master's Thesis Title: An evaluation of species recovery under the U.S. Endangered Species Act

Bachelor of Science in Biology (Honours, Magna Cum Laude) **2006 – 2011**
University of Ottawa, Ottawa ON

Honours' Thesis Title: A global survey of protected areas governance

Employment

Data Curation Librarian **June 2018 – Present**
University of Victoria Libraries, Victoria BC

- Assist faculty and students in managing the lifecycle of data resulting from research projects of all types, and support the use, curation, preservation, and reuse of data
- Collaborate with librarians and staff across the Libraries' in order to develop an integrated set of data services supporting individual researchers and scholars, as well as departmental or cross-institutional research teams
- Work with colleagues to recruit data sets for sharing and preservation, and facilitate the publishing of those data sets on platforms, including Dataverse and FRDR
- Act as application administrator for Dataverse, including account & collection creation and template development
- Provide liaison, instruction, and collection management services for Chemistry, and Mathematics and Statistics subjects

Project Officer **January 2017 – May 2018**
Canadian Association of Research Libraries, Ottawa ON

- Provided operations support for the Portage by developing and managing the Portage website, producing news releases, quarterly reports, and strategic documents, and responding to researcher and librarian inquiries on the use of Portage tools and services
- Provided support to Portage working groups developing resources and infrastructure to build research data management (RDM) capacity in Canadian research libraries, including contributing research and analysis to projects, copyediting reports and publications, producing website content and other documentation, organizing events, and managing logistics with the CARL office
- Assessed training needs of stakeholders and developed training materials, including online documentation, in-person presentations and workshops, and online training modules, on subjects related to RDM, such as best practices and the use of data management tools
- Supported the strategic development of the Portage network service model and its ability to respond to anticipated needs by maintaining an awareness of current trends in the Canadian RDM landscape

- Collaborated with members of the CARL Assessment Committee and its working groups by providing project coordination support, including drafting communications, organizing meetings, recording minutes, and conducting research in areas of interest
- Supported CARL's Continuing Education Working Group in developing and conducting training opportunities in library assessment, including the 2017 Canadian Library Assessment Workshop held at the University of Victoria
- Conducted CARL's annual statistics program according to established workflows, processes, and policies for collecting, reviewing, and amalgamating survey data, respond to user inquiries, and publish related documentation
- Supported CARL's Statistics Working Group in reviewing processes and procedures surrounding the annual statistics program with the purpose of modernizing the survey questionnaire, and developing a data management plan for the sustainable development and administration of the survey

Library Assistant
Management Library, University of Ottawa, Ottawa ON

**May 2016 –
 December 2016**

- Conducted reference interviews in person and remotely across the library network via telephone and e-mail to respond to patron requests for information in both English and French languages
- Provided in-depth literature research services for faculty of the Telfer School of Management
- Developed and conducted library orientation and basic research instruction in both English and French languages for students enrolled in undergraduate business administration courses
- Conducted collection assessments targeted at the library's print and electronic monograph collections using R, Microsoft Access, and Microsoft Excel software, results of which informed purchasing and weeding decisions in alignment with the library's collection development policy
- Collaborated with colleagues and faculty of the Telfer School of Management to develop new research assessment processes based on bibliometric and scientometric measures
- Created and developed electronic research guides hosted on the library's website, as well as conducted evidence-based reviews assessing how research guides could be better managed according to student usage, with the use of Springshare LibGuides, Microsoft Access, Microsoft Excel, R, and Tableau software
- Created marketing and outreach products, such as infographics and surveys using Piktochart and SurveyMonkey tools, to promote electronic resources, and make patrons aware of current products and services

Reference Assistant
Morisset Library, University of Ottawa, Ottawa ON

**September 2013 –
 April 2016**

- Experience gained September 2013 to August 2014, and September 2015 to April 2016
- Supported the operations of the institutional repository (DSpace) by creating and harvesting metadata records according to the Dublin Core schema
- Provided instruction to library users in both English and French languages regarding the library's main electronic resources and tools, such as the automated catalogue, subject-specific databases, research guides, and inter-library loans platform
- Conducted reference interviews, assisted library users in retrieving materials of interest, and contributed to the library's tiered service model by referring enquiries received from patrons to subject specialists and technical library departments

Environmental Analyst
Lands and Environmental Management, Indigenous and Northern Affairs Canada,
Gatineau QC

March 2015 –
July 2015

- Amalgamated environmental and spatial data from multiple data sets describing solid waste management practices on First Nations reserves to develop a comprehensive national database using Oracle, Microsoft Access and Microsoft Excel software
- Consulted with stakeholders on database requirements and priorities to design and develop the national database
- Developed various decision making tools using Microsoft Access and Microsoft Excel software, which were used to prioritize institutional actions to address solid waste management on First Nations reserves
- Produced technical documentation describing methodology used to produce the national database and decision making tools, as well as the processes used to analyze resulting data
- Conducted statistical analyses of the database to characterize the current state of solid waste disposal and environmental management practices on First Nations reserves
- Created and delivered insightful reports and briefings to senior management that clearly and effectively promoted scientific information, which were used to inform business objectives and strategic planning decisions, as well as to support a 2016 Federal budget request
- Collaborated with group members on an environmental scan of solid waste disposal practices on First Nations reserves and summarized findings in briefing notes to senior management
- Developed a heightened awareness of current issues facing Indigenous peoples and an enriched understanding of their history and culture by engaging in various educational programs hosted by the department

M.Sc. Researcher
Department of Biology, University of Ottawa, Ottawa ON

September 2012 –
August 2014

- Conducted original research aimed at evaluating the recovery trends of species listed under the U.S. Endangered Species Act, in collaboration the Center for Biological Diversity (Tucson, AZ)
- Extracted and compiled species recovery data from governmental reports, academic publications, news reports, and unpublished data sets into a custom database designed to accommodate data of multiple origins using OpenRefine and Microsoft Access software
- Applied data management standards for the development and control of the database to maintain data quality and ensure long-term use of the database
- Created online surveys using the FluidSurveys platform to assess the opinions and knowledge of endangered species experts on the recovery trends of species listed under the U.S. Endangered Species Act
- Conducted statistical analyses using SPSS and R statistical software to produce recovery trends for comparison to official recovery statuses produced by the U.S. Fish and Wildlife Service and National Marine Fisheries Service

Research Project Manager
Department of Biology, University of Ottawa, Ottawa ON

January 2013 –
April 2014

- Designed and delivered formal training for a literature review and data extraction project completed by 70 students enrolled in courses "BIO3115 Introduction to Conservation Biology" and "EVS3101 Environmental Issues"
- Developed user documentation and technical instructions detailing complex literature search and data extraction processes, which were completed by participating students using ProQuest databases, RefWorks citation management software, and Microsoft Excel
- Designed databases with associated citation and domain-specific metadata that were populated by students with data extracted from literature reviews, using Microsoft Access
- Conducted quality assurance testing on submitted data sets and amalgamated data into a comprehensive database, while following best practices in data management

Laboratory Teaching Assistant
Department of Biology, University of Ottawa, Ottawa ON

September 2012 –
April 2013

- Instructed more than 150 undergraduate students through field and laboratory work for courses “BIO1130 Introduction to Organismal Biology”, and “BIO1140 Introduction to Cell Biology”
- Conducted pre-lab presentations, demonstrated experiments, and monitored the completion of laboratory exercises
- Presented complex scientific concepts clearly and concisely and instructed students on how to produce scientific reports that effectively presented figures and tables of results

Contract Researcher
Institute of the Environment, University of Ottawa, Ottawa ON

September 2010 –
August 2011

- Designed and created an online survey in collaboration with legal researchers at the Secretariat of the IUCN Academy of Environmental Law that assessed best practices in national and sub-national protected areas legislation
- Developed databases using Microsoft Access and Microsoft Excel software
- Performed statistical analyses of returned survey data using SPSS and R statistical analysis software
- Conducted literary research on the environmental history of the Lake of the Woods watershed and summarized information for legal researchers in the form of various deliverables, including annotated bibliographies and reports, assessing the state of the watershed’s biological, chemical, and physical conditions

Research Analyst
Science and Risk Assessment, Environment and Climate Change Canada, Gatineau QC

May 2010 –
April 2011

- Conducted statistical analyses describing industrial pollutant emissions and releases reported to the National Pollutant Release Inventory, using Microsoft Access and Microsoft Excel software
- Developed quality control procedures for monitoring reporting levels of industrial sectors and conducted quality assurance tests on reporting data, using Microsoft Access and Microsoft Excel software
- Collaborated with team members to produce a report analyzing sector coverage and compliance of pollutant emitters for the 2008 reporting year, in order to identify industries with poor compliance and direct organizational responses

Awards

Title	Source	Years	Value
School of Information Studies Bursary	Library of the University of Ottawa	2016 - 2017	\$1,000
School of Information Studies Bursary	Friends of the Ottawa Public Library	2015 - 2016	\$2,000
Susan Anderson Memorial Scholarship	May Court Club of Ottawa	2015 - 2016	\$5,000
Canada Graduate Scholarship - Masters	NSERC	2013 - 2014	\$17,000
Admission Scholarship - Masters	University of Ottawa	2012 - 2014	\$15,000
Admission Scholarship	University of Ottawa	2006 - 2008	\$8,000

Conferences and Workshops

BCNET 2018, Vancouver BC, April 2018

- Co-presented a seminar titled "The Road to Open Science is Paved with Canadian Bedrock" with Mark Leggott (Research Data Canada)

WDS-ITO Inaugural Workshop, Victoria BC, March 2018

- Delivered presentation on the work of the Portage Network to develop a national, library-based community of practice for research data management in Canada

Portage and Research Data Management in Canada, Toronto ON, January 2018

- Program committee member with responsibilities for presenter recruitment, program development, planning, promotion and logistics

OLA Super Conference, Toronto ON, January 2018

- Poster presentation with J. Fry (Carleton University) titled "Portage – Research Data Management made easy!"

Canadian Library Assessment Workshop, Victoria BC, October 2017

- Program committee member with responsibilities for presenter recruitment, program development, planning, promotion and logistics

Portage and Research Data Management in Canada, Montreal QC, September 2017

- Program committee member for national workshop co-located with RDA 10, with responsibilities for presenter recruitment, program development, planning, promotion and logistics

Ontario Library Association Super Conference, Toronto ON, February 2017

- Presented a seminar titled "Hindsight is 20/20: An evidence-based approach to developing online research guides at the University of Ottawa Management Library"

Canadian Association of Environmental Law Societies, Ottawa ON, February 2014

- Presented a seminar titled "Species recovery under the U.S. Endangered Species Act" and sat on the Endangered Species Panel with S. Hazell and N. Smith

Genomes to/aux Biomes, Montreal QC, May 2014

- Presented a poster with D. Currie and C.S. Findlay titled "Evaluating measures of recovery for species listed under the United States Endangered Species Act"

Bromley Fellowship, Washington DC, May 2013

- Participant in the 2013 D. Allan Bromley Event, which provides graduate students with the opportunity to meet and exchange ideas with senior science and technology policy advisers from various countries, sectors and levels of government, and to attend the American Association for the Advancement of Science (AAAS) Science Policy Forum

Publications

- Aboul-Khair, S.** (2014). *An evaluation of species recovery under the U.S. Endangered Species Act* (Unpublished Master's thesis). University of Ottawa, Ottawa, Ontario, Canada. Accessible from <http://hdl.handle.net/10393/3185>
- Backstrom, D., A.M. Carter, N. St-Pierre, **S. Khair**, C.W. Giguère, A. Power, D. Morgan, S. Humphreys, K. Dawson, R. Tranquilli-Doherty, E. Gagnon, & E. Behbahani. (2013). *National Pollutant Release Inventory (NPRI) sector coverage study for the 2008 reporting year*. Environment Canada: Science & Technology Branch, Science and Risk Assessment Directorate. Beaconsfield, QC: Canadian Electronic Library. Accessible from http://publications.gc.ca/collections/collection_2013/ec/En14-86-2013-eng.pdf
- Boucher Lalonde, V., R. De Camargo, J.M. Fortin, **S. Khair**, R. So, D. Watson, H. Vázquez-Rivera, J. Zuloaga, & D. Currie. (2015). The weakness of the evidence supporting tropical niche conservatism as a main driver of current richness-temperature gradients. *Global Ecology and Biogeography*, 24:795-803. doi: 10.1111/geb.12312
- Leroux, S., C. Brimacombe, **S. Khair**, J. Benidickson, & C.S. Findlay. (2015). Legislative correlates of the biophysical attributes of Canadian protected areas. *Biological Conservation*, 191:375-382. doi: 10.1016/j.biocon.2015.07.016

Related Volunteer Experience

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| Financial Officer | May 2016 – |
| Information Studies Student Association, University of Ottawa, Ottawa ON | July 2017 |
| - Administered the financial accounts of the Information Studies Student Association at the University of Ottawa | |
| Student Liaison | September 2015 - |
| Library Association of the National Capital Region, Ottawa ON | April 2017 |
| - Served on the executive committee and acted as a liaison between the association and the School of Information Studies at the University of Ottawa, while promoting events for members and the general public | |
| Canadian Library Association Student Representative | September 2015 – |
| Information Studies Student Association, University of Ottawa, Ottawa ON | February 2016 |
| - Acted as a liaison between the student council of the School of Information Studies at the University of Ottawa and the Canadian Library Association | |
| Library Volunteer | September 2014 – |
| Library and Archives, Canadian Museum of Nature, Gatineau QC | February 2015 |
| - Developed an electronic catalogue of line drawing images from the Encyclopedia of Canadian Fishes (Coad et al. 1995) with associated descriptive metadata using Extensis Publisher software | |
| Volunteer Organizer | September 2013 – |
| Institute of the Environment, University of Ottawa, Ottawa ON | April 2014 |
| - Co-organized the Institute of the Environment's inaugural graduate poster series and networking event titled "Building a Sustainable Future!" | |
| Meeting Coordinator and Minute Taker | May 2012 – |
| Partnership Group for Science and Engineering | August 2013 |
| - Prepared bimonthly meetings, took meeting minutes, and produced summary reports highlighting salient points of discussion | |