

Executive Summary

Enthusiastic and innovative librarian. An experienced educator, team leader, and library manager.

Professional Experience

School Librarian

J. C. Stuart Elementary School | Willingboro, NJ | 2017-Present

Manage all aspects of a school library including teaching, collection development, circulation, faculty collaboration, and processing of new materials.

Run the school library:

- Design library curriculum in alignment with the American Association of School Librarian standards.
- Teach weekly library lessons to 450 students.
- Support literacy instruction through faculty collaboration, library resources, and small-group tutoring.
- Acts as a concierge to library resources for students and faculty.
- Supervise and maintain library, including shelving materials, tidying, and technology maintenance.
- Develop the collection as driven by the needs of the learning community.
- Provides class coverage in classrooms as needed.

Children's Librarian

Willingboro Public Library | Willingboro, NJ | 2016-Present

New position, prompting change in the library infrastructure and workings. Develop and run children's and family programming. Build relationships with library customers. Work towards a shared vision of children's services.

Headed the children's section of a public library:

- Worked as part of a team to determine the needs and future of children's services.
- Scaffolded learning using guided research.
- Supported the research needs of children and adults.
- Planned and implemented programming for children and families.
- Provided collection development support for children's materials.

Learning Resource Center Manager & Capture Administrator

Strayer University | Willingboro, NJ | 2012-2016

Founding librarian on a new campus branch. Cultivated collection and introduced faculty and students, overwhelmingly untrained in academic research, to library resources. Led librarian peers in creating information literacy standards and related action plans. A trusted advisor who students and faculty could turn to for support.

Coordinated all aspects of running an academic library branch:

- Mentor newer librarians to help them grow into their roles.
- Served on a working group which created university-wide information literacy policies.
- Developed and piloted TeachMeet for university librarians to share their knowledge.
- Supported student and faculty research through teaching the use of print and online library resources.
- Provided technical support to students, faculty, and staff.
- Trained faculty and students to use Blackboard, Pearson MyLab, and other online learning tools.
- Planned and implemented all campus events and programming.
- Provided patron outreach, both on-campus and throughout the surrounding community.
- Introduced students to library resources in orientations, in-class presentations, and individual interactions.

Professional Experience (cont.)

Library Operations Supervisor

Infotrieve Inc. | Delran, NJ | 2011-2012

Led team of eight in serving patrons, maintaining collections, and retrieving documents:

- Tracked productivity, ran reports, and instituted innovative improvements based on the results.
- Worked reference, collecting packets of relevant materials for medical researchers.
- Provided collection development for online and print collections of books and periodicals.

Administrative Assistant

Auxiliary Business Services | Fort Washington, PA | 2011

- Utilized a wide range of software programs to optimize final printed product.
- Assisted customers with online services and orders.

Religious School Teacher

Temple Shalom Religious School | Scotch Plains, NJ | 2009-2010

- Supervised independent learning of 4th through 6th graders.
- Designed lessons, games and art projects to enhance classroom learning.

Reviewer

Horn Book Magazine | Philadelphia, PA | 2008-2009

- Wrote reviews of fiction and non-fiction children's books for publication.

Art Coordinator

Har Shalom Religious School | Potomac, MD | 2007- 2008

- Collaborated with faculty to infuse art throughout the curriculum.
- Wrote and implemented lesson plans which encouraged students to express themselves through art.

Education

Master of Library & Information Science

Rutgers University | New Brunswick, NJ | 2010

Bachelor of the Arts

University of Maryland | College Park, MD | 2008

Double major: Philosophy and Classical Languages and Cultures, Ancient Greek/Latin

Skills

- Information Literacy Instruction
- Research Support
- Curriculum Design
- Web Design: HTML, CSS, Wordpress, & Drupal
- Faculty Collaboration
- Collection Development
- Database Management
- Oral & Written Communication
- Educational Softwares
- Interlibrary Loans
- Surveys, Reports, & Statistics
- Hardware & Software Maintenance

Volunteer Positions

- Website & Database Designer, Makom Community
- Convener, Heymish Philly
- Audiobook Reader, LibriVox
- Retreat Chair, JitW