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Summary

Highly proficient Library Systems and Information Specialist with 19 years of experience operating and managing media centers and supporting end users with the most current technology, equipment and practices. Dedicated to the assessment and delivery of training, positive user experience, and end user support through the analysis, integration and streamlining of technology systems.

AREAS OF EXPERTISE

Systems Integration

- Connect software systems for a seamless end user experience.
- Administrate a single sign on application to provide a one stop portal for user access, reducing the loss of instructional time by 45%.
- Manage apps and software to ensure successful integration.
- Oversee data quality to ensure consistent flow of data to applications.

Technical Support

- Provide customer service for all supported technologies.
- Administrate applications, troubleshoot and resolve problems.
- Comply with data security and privacy legislation, standards and practices.
- Increase access to software by 75% through training and tech support.
- Apply advanced critical thinking and problem solving skills to create technology solutions.

Instructional & Curriculum Development

- Identify training needs and recommend training curricula.
- Prepare training for business and education users.
- Deliver training to users based on technology resources including Office 365, G Suite, Windows 10, Canvas, and Clever.

Data Collection/Analysis/Evaluation

- Interpret data to determine effective usage and outcomes.
- Maintain accurate records for continued evaluation and improvement of systems.
- Collect and evaluate end user feedback to improve outcomes.
- Report findings, interpretations and conclusions to upper management.

Experience



Library Media Specialist/Technology Integration Specialist

Billings Catholic Schools

Jun 2021 - Present (1 year 1 month +)

- Manage library collections across 2 locations.
- Organize and develop collections to support the curriculum.
- Create and document library policy and procedure.

- Weed and replace materials as needed.
- Migrate the collections to Follett Destiny Library Manager.
- Administrator for PowerSchool, Clever, and Schoology.
- Integrate all educational technology into the Clever SSO Platform.
- Serve on the Technology Committee.
- Develop and implement a Digital Literacy curriculum.
- Teach 60 students digital literacy, coding, and computer skills.
- Coach faculty members on the use of instructional technology.
- Train students and faculty to use instructional technology.
- Provide tech support for hardware and software to all users.
- Administer and maintain a budget.
- Run an annual Book Fair.
- Work closely with software vendors to resolve technical issues.
- Member of Montana State Shared Catalog RFP Review Committee.
- Test and evaluate software to determine possible use and application.

Technology Integration Specialist

Oak Hall School

Sep 2018 - Jun 2021 (2 years 10 months)

- Managed all end user devices through Lightspeed multi-device management system.
- Administrator for Office 365 Enterprise.
- Administrator for all software, databases and technology resources.
- Created technology systems for delivery of distance education.
- Managed information systems in support of virtual learning.
- Provided tech support for all users.
- Maintained all technology resources and integrated them into the Clever SSO platform.
- Earned certification as a Clever Champion.
- Designed and delivered professional development to faculty about using Instructional Technology.

Librarian (Lower School Media Specialist)

Oak Hall School

Jun 2017 - Jun 2020 (3 years 1 month)

- Maintain a collection of 14,000 volumes.
- Administrator for Follett Destiny Integrated Library System.
- Manage a budget of \$11,000.
- Supervise a media clerk.
- Teach Information Literacy, Computer Skills/Programming, and Robotics to 400 students.
- Collaborate with faculty to develop instruction.
- Develop programming to focus instruction and teaching on reading.
- Organize and manage 2 Book Fairs each school year.

Librarian (Media Specialist)

SCHOOL BOARD OF ALACHUA COUNTY

Aug 2014 - Jun 2017 (2 years 11 months)

- Cataloged all library materials.
- Instructed faculty/staff in the use of instructional technology.
- Collaborated with faculty to create instructional materials.

- Taught 478 students information literacy and library skills.
- Taught students and faculty how to use electronic resources.
- Maintained an accurate inventory of the collection.
- Provided reference services.
- Managed a budget of \$5000.
- Supervised a media clerk.
- Webmaster.



IT Site Technician

SCHOOL BOARD OF ALACHUA COUNTY

Jul 2014 - Jun 2017 (3 years)

- Troubleshoot and repaired computers and technology on demand.
- Diagnosed and resolve networking problems.
- Imported files into databases and reset passwords as needed.
- Maintained an accurate inventory of all computers and equipment.
- Prepared online content for users to access as needed.
- Maintained computer labs and carts to ensure they are ready for computer-based testing.
- Worked closely with other technicians in the district to ensure maximum performance of all technology resources.



Librarian (Media Specialist)

AIKEN COUNTY SCHOOL DISTRICT

Aug 2008 - Jul 2014 (6 years)

- Related Arts Department Head
- Technology Coach
- Imported data into the circulation system.
- Cataloged materials for the collection.
- Trained faculty/staff in the use of instructional technology.
- Collaborated with faculty to create instructional materials.
- Taught 400 students information literacy and library skills.
- Increased circulation by 25%.
- Provided technical support for computer hardware and software.
- Administrator for the Accelerated Reader program.
- Maintained an accurate inventory of the collection.
- Provided reference services..
- Collaborated with other Media Specialists to develop curriculum materials.
- Managed a budget of \$7000.
- Supervised a media clerk.
- Conducted fundraising activities.
- Webmaster.



Library Automation Intern

Augusta University

May 2012 - Jul 2012 (3 months)

- Created a LAMP server.
- Installed ARCHON software on the server for the special collections department.
- Researched emerging technologies to determine their potential application in the

library program.

- Assisted patrons at the reference desk.
- Prepared reports to communicate research findings.
- Learned how to use the Desire2Learn distance education content management system.
- Created a LibGuide on copyright and fair use.



Technology Education Instructor

Richmond County School System

Aug 2002 - May 2008 (5 years 10 months)

- Site administrator for all technology resources.
- Taught 750 students about technology and its impact on society.
- Department Head for the Unified Arts Team.
- Organized the technology lab by sorting and cataloging supplies and equipment.
- Replaced outdated equipment.
- Supervised students in the technology lab.
- Sponsored a chapter of the Technology Student Association.
- Directed and produce the morning news program.
- Managed a computer lab with 20 computers.
- Coached the Science Bowl Team.
- Consultant for Math and Science Bowl teams.



Research Assistant II

The University of Georgia

Jan 2000 - May 2002 (2 years 5 months)

Managed and conducted stroke and stem cell research under the direction of faculty members of the College of Pharmacy.



Research Assistant II

UGA Savannah River Ecology Laboratory

Jan 1997 - Dec 1999 (3 years)

Managed and conducted environmental research regarding radioactive remediation under the direction of faculty members of the University of Georgia.

Education



University of South Carolina

Master of Library and Information Science, Information Systems

2009 - 2012

Graduate Student; Library and Information Sciences - Computer Systems Specialization



Georgia Southern University

Master of Education, Instructional Technology

2004 - 2007

Graduate Student; Instructional Technology



Excelsior College

B.S, Liberal Arts; Biology, Chemistry, and Mathematics

1999 - 2000

Liberal Studies Major - Depths in Mathematics, Chemistry, Biology and English Literature

Licenses & Certifications



Professional Teaching Certificate - Montana Office of Public Instruction

Issued Jul 2021 - Expires Jun 2026



Apple Teacher - Apple



Apple Teacher Swift Playgrounds - Apple



Certified Microsoft Innovative Educator - Microsoft



Google Certified Educator Level 1 - Google

Issued May 2020 - Expires May 2023

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Level 4: Clever Champion - Clever Inc.

Issued Dec 2021 - Expires Dec 2023

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Skills

Technology Integration • Operations Management • System Administration • Research • Instructional Design • Cataloging • Web Design • Digital Media • Database Design • Database Administration

Honors & Awards



Beta Phi Mu - School of Library and Information Science

Jan 2013

Inducted into the honor society for library and information sciences.