

Information Professional

Librarian / Information Technology and Literacy Educator

Well developed skills in prioritizing, setting and meeting deadlines, decision making, and time management. Able to deal courteously, professionally, and tactfully with the general public in a variety of circumstances.

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- Excellent written and verbal skills
 - Highly motivated, multi-task oriented
 - Ability to analyze situations accurately and effectively
 - Proven ability to work both collaboratively and independently
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TECHNOLOGICAL SKILLS:

- ⊙ Promethean interactive boards, desktop applications, tethering equipment, syncing devices, general troubleshooting.
 - ⊙ Microsoft Office Suite (Word, Publisher, PowerPoint, Excel and Access).
 - ⊙ Webpage design including basic HTML, CMS, Microsoft Front Page, Nvu.
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EMPLOYMENT HISTORY:

August, 2005 - July, 2010 – **Librarian, DeKalb County School System**, DeKalb County, GA

Avondale High School / DeKalb School of the Arts - Merged DeKalb School of the Arts collection with Avondale's resident collection. Established media programs and a collection that reflected the changing needs of both populations. Participated as an instructional team member in the identification and selection of media resources, services and technology. Aligned library goals with the Consolidated School Improvement Plan for both schools. Budgeted state allotment for both schools. School webmaster, Avondale: created new pages as needed, updated current pages to reflect school news, mission and goals. Increased student circulation of both fiction and non-fiction.

Avondale High School - Prepared collection for DeKalb School of the Arts merger. Worked collaboratively with instructional staff developing and co-teaching quality lessons. Identification and selection of media resources and technology. Discarded and purchased library materials ensuring the content was aligned with the curriculum. Budgeted state allotment and Title V. Aligned library goals with Consolidated School Improvement Plan. Helen Ruffin Reading Bowl. Increased student recreational reading. School webmaster: created new pages as needed, updated current pages to reflect school news, mission and goals.

Mary McLeod Bethune Middle School - Worked collaboratively with co-librarian. Budgeted state allotment and Title V. Increased student recreational reading. School webmaster: created new pages as needed, updated current pages to reflect school mission and goals.

Stone Mountain Middle School - Prepared collection for move to new location. Identification and selection of media resources and technology. Budgeted state allotment and Title V, maintained school store. Worked collaboratively with teachers on inter-disciplinary lessons. Increased circulation. Helen Ruffin Reading Bowl GAMA club. School webmaster: created school webpage.

August 2004 - May 2005 – **Research Assistant, Georgia State University**. Identified sources and developed questions for ELMT 7130 – Selection and Use of Reference Sources. Worked closely with supervising professor and class instructors. Compiled database of sources and questions.

June 1998 - August 2004 – **Self-Employed**. The Dog Lady. Behavior counseling, pet sitting and dog walking.

EDUCATION:

2012 (in progress) - University of West Georgia. Education Specialist, Instructional Technology.
Georgia State University. Master of Library Media Technology.
University of Alabama. Tuscaloosa, AL. BA Major: American Studies. Minor: English.

REFERENCES:

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