

Teressa (Tess) Allerdin  
275 W. Musgrove Hwy. Lake Odessa, MI 48849  
tnurenberg.13@gmail.com  
(616) 902-3458

## EDUCATION

<b>Master of Library &amp; Information Science</b>	<b>August 2026 (Anticipated)</b>
Wayne State University	Detroit, MI
<b>Master of Social Work</b>	<b>May 2018</b>
Michigan State University	East Lansing, MI
<b>Bachelor of Arts - Psychology, Minor: Sociology</b>	<b>May 2016</b>
Saginaw Valley State University	University Center, MI

## EMPLOYMENT

<b>Assistant Director</b>	<b>December 2024 - Present</b>
Hastings Public Library	Hastings, MI

- Collaborate with the Board of Trustees via monthly meetings to ensure effective library operations.
- Assist the Library Director with all aspects of library operations, including hiring external contractors for building maintenance.
- Accurately handle and process weekly cash flow and provide financial reports to the City.
- Process all volunteer applications and coordinate volunteer work.
- Develop and maintain the library collection via book purchasing and weeding.

<b>Circulation Supervisor</b>	<b>August 2023 - December 2024</b>
Hastings Public Library	Hastings, MI

- Organized and supervised all facets of circulation, including material check-in and check-out, shelving, and inter-library loans.
- Oversaw inter-library loans and requests through the statewide MeLCat system.
- Understood, utilized, and shared resources through the Michigan eLibrary (MeL) to assist patrons and staff members with achieving their goals.
- Interviewed, hired, and onboarded all Library Assistants.
- Created and maintained staff training documents via Beanstack.
- Assisted patrons with questions, concerns, suggestions, and disputes courteously and professionally.
- Assisted and trained patrons and staff members with technology use and troubleshooting.
- Attended professional development training in-person and virtually.

<b>Library Assistant</b>	<b>August 2021 - December 2024</b>
Lake Odessa Community Library	Lake Odessa, MI

- Assisted patrons in locating desired items, conducting research, registering for programs, booking rooms, and utilizing fax, printer, and copy machine.
- Utilized Sierra ILS to check items in and out, update information on library materials, and keep track of and create new patron accounts.
- Processed and accurately labeled all new library materials.
- Added new items to Sierra ILS via copy-cataloging.
- Adhered to Library privacy law.