

# Kaitlyn M. Richmond

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## Education

- Wayne State University** May 2018-Present  
*Master of Library and Information Science*
- Central Michigan University, Mount Pleasant, MI** Aug. 2013-May 2015  
*M.A. in Composition and Communication, 3.94/4.0 GPA*
- Northern Michigan University, Marquette, MI** Aug. 2010-Aug. 2013  
*B.S. in English Writing, 3.61/4.0 GPA*

## Professional Experience

- Edgerton Public Library—Circulation/Teen Services Librarian** May 2018-Present  
101 Albion St., Edgerton, WI
- Plan, advertise, and run teen programs; advocate for teens in the library
  - Provide one-on-one technology tutoring to patrons, process holds, work circulation desk
- Oregon Public Library-- Library Page** Jan. 2018-Aug. 2018  
256 Brook St., Oregon, WI
- Shelf library materials, process holds, check-in books, assist with picklists
  - Open/close library and answer/direct patron questions
- Rev.com – Freelance Transcriptionist** Jul. 2017-Present  
251 Kearny St., San Francisco, CA
- Transcribe customer files accurately according to Rev style guide and by deadline
  - Currently maintaining 4.9/5 accuracy and formatting score and 100% on-time submission
- CESA 5 – AmeriCorps VISTA Homeless Coordinator** Aug. 2016-Aug. 2017  
CESA 5, 626 E. Slifer St., Portage, WI
- Remotely supported 35 school district homeless liaisons in 11 Central Wisconsin counties
  - Created resources and awareness materials surrounding the McKinney-Vento Homeless Assistance Act and student homelessness, including two student homelessness resource binders and 11 county resource guides: [goo.gl/RXlvTK](http://goo.gl/RXlvTK)
- Minnesota Reading Corps – AmeriCorps K-3 Literacy Tutor** Aug. 2015-Jun. 2016  
Moreland Arts & Health Sciences Magnet School,  
217 Moreland Ave. W, West St. Paul, MN
- Worked one-on-one with 27 K-3rd grade students to deliver research-based literacy interventions, performed data entry daily, and administered weekly progress monitoring tests
  - Partnered with St. Paul Public Schools Community Education to serve as a Camp Planner/Lead Teacher for two week-long summer camps for students in grades 1-5 and 6-8

## Internship Experience

- Michigan State Representative Christine Greig's Office –Intern** Jan. 2015-May 2015  
Michigan House of Representatives, 124 N Capitol Ave., Lansing, MI